Bern University of Applied Sciences
School of Agricultural, Forest
and Food Sciences

RISE 2.0 Software Manual

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Jan Grenz, Luca Heeb, Michael Schoch, Christian Thalmann, Madeleine Kaufmann

Bern University of Applied Sciences

School of Agricultural, Forestry and Food Sciences HAFL

Länggasse 85

3052 Zollikofen, Switzerland

Technical support: rise.hafl@bfh.ch

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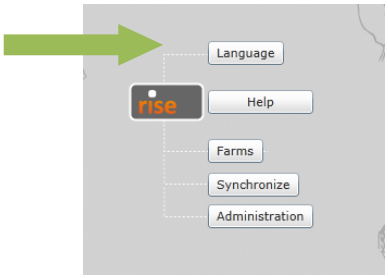
1 Start the application and login

1.1 Two ways to access the RISE 2.0 application

1) **RISE 2.0 application on your computer (recommended):** Open the locally installed RISE 2.0 application with the RISE icon on the desktop of your computer.
   Note 1: Please follow the steps described in Annex II of this manual to learn how to install the RISE application on your computer if not yet done.
   Note 2: If you intend to work in the offline mode (without Internet connection) you need to install the application on your computer as the web based version of this application runs only online.
2) **Web browser (alternative):** Navigate to the following URL using the Microsoft Internet Explorer to open the RISE site: http://www.farmrise.ch
   Note 1: The web access to RISE is designed for visitors and as an alternative for cases where it's not possible to install the application on your computer. Note that the web version always requires an internet connection and that it's not possible to work in the offline mode.
   Note 2: RISE is designed for and runs best with "Microsoft Internet Explorer™".
   Note 3: You may be asked to install the "Microsoft SilverlightTM plug-in" on your computer. Please accept this installation in case. Otherwise RISE will not run. To check whether you have the latest version of the plug-in, go to: http://www.microsoft.com/getsilverlight

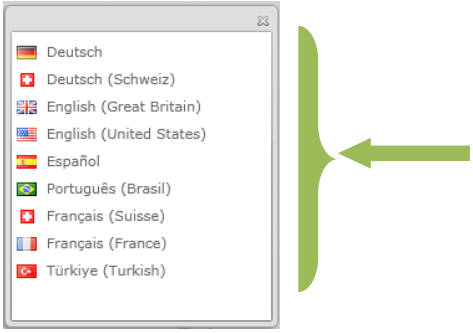
1.2 Language selection

(i) Press "Language" on the RISE home page.



(ii) Select the language you want to work with

Note 1: The language of the questionnaires as well as the way numbers are displayed, e.g. one thousand as "1'000" or as "1,000" are adapted accordingly. Note that language settings can still be modified while using the RISE software.
Note 2: At the moment, the complete RISE software is only available in German and Spanish. Translation into further languages is in progress.



1.3 Login to your personal user account

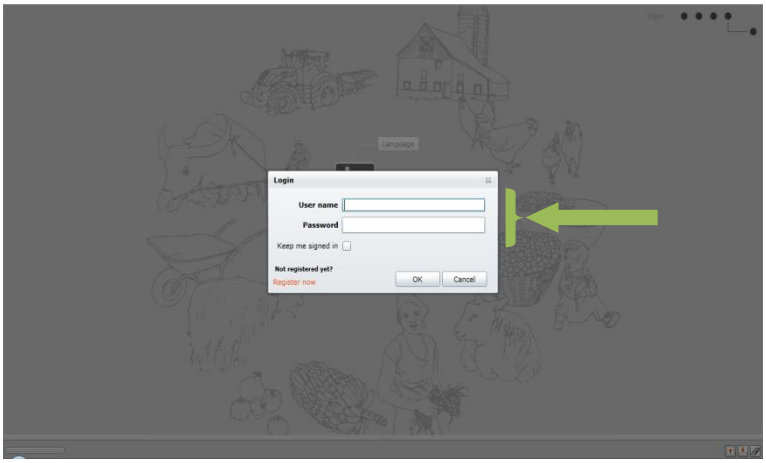
(i) Click on "login" in the top right corner on the RISE home page.

(ii) Enter your personal user name

(iii) Enter your personal password

Note 1: If you tick "keep me signed in", you will not have to enter your personal data for further log-ins from the same computer.

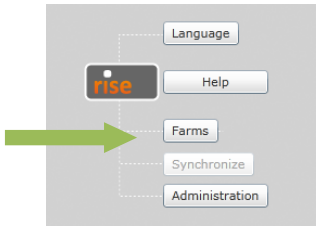
Note 2: If you are not yet registered as a RISE-user please go to Annex I of this user manual "Creating a RISE user account".



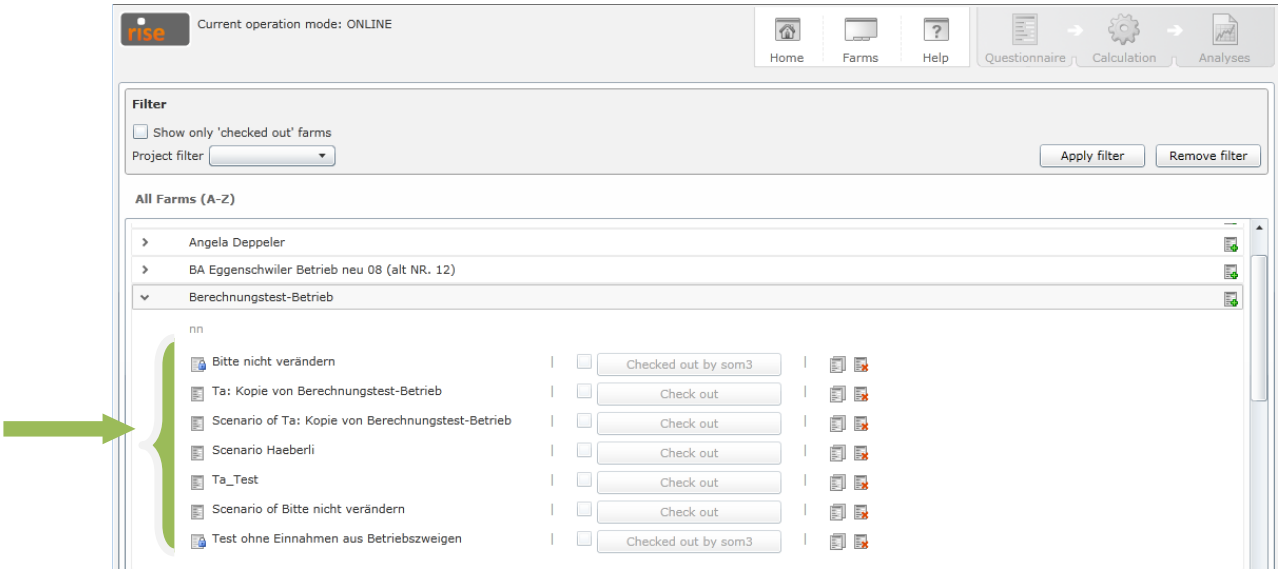
2 Selection of a farm and opening a questionnaire

2.1 Selection of a farm

(i) Click on "Farms" to proceed to the farm overview. You will see a list of all farms to which you have access to.

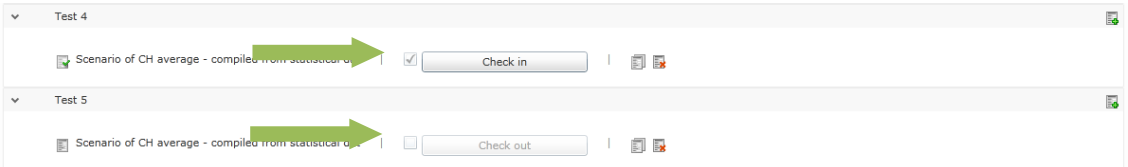


(ii) Select a farm from the list by clicking **once** on the farm name. A list of the surveys and/or scenarios that exist for this farm will open.
Note 1: The list shows only the farms, which you have access to with your personal user account. If you cannot find the farm which you want to work with please contact the RISE-administrator.
Note 2: A farm may contain several questionnaires.

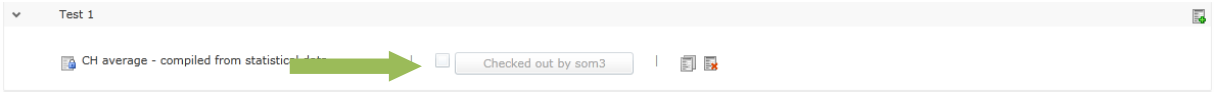


2.2 Check out and open a questionnaire

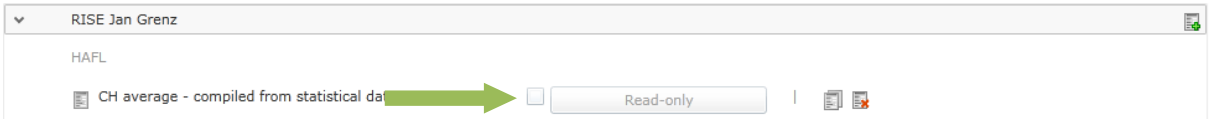
(i) Before you can edit a questionnaire you have to check it out. This is like a reservation avoiding that other users work on the same questionnaire at the same time. To do so, please click on "Check out for me".
Note 1: When you check out a questionnaire it will appear in read-only mode for other users.
Note 2: As soon as the check-out is complete, the writing on the button will change to "Check in" and on the left hand side of the box a tick appears.



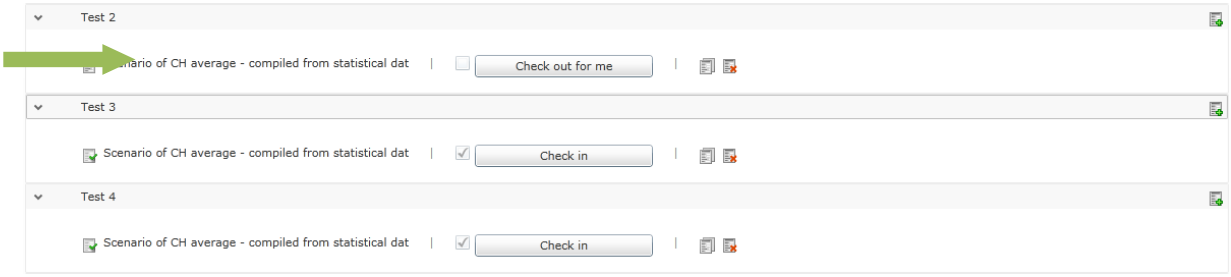
Note 3: The writing "Checked out by …" on the button indicates that this survey has been checked out by someone else. You may open and view it in read-only mode but you may not edit data before the other person has checked it in.



Note 4: If you are not allowed to edit data of a questionnaire the button is deactivated and appears with the text "Read-only". You may not check-out this questionnaire and it's only allowed to view the data. Please contact the project manager or the interviewer of this questionnaire in case you need access.

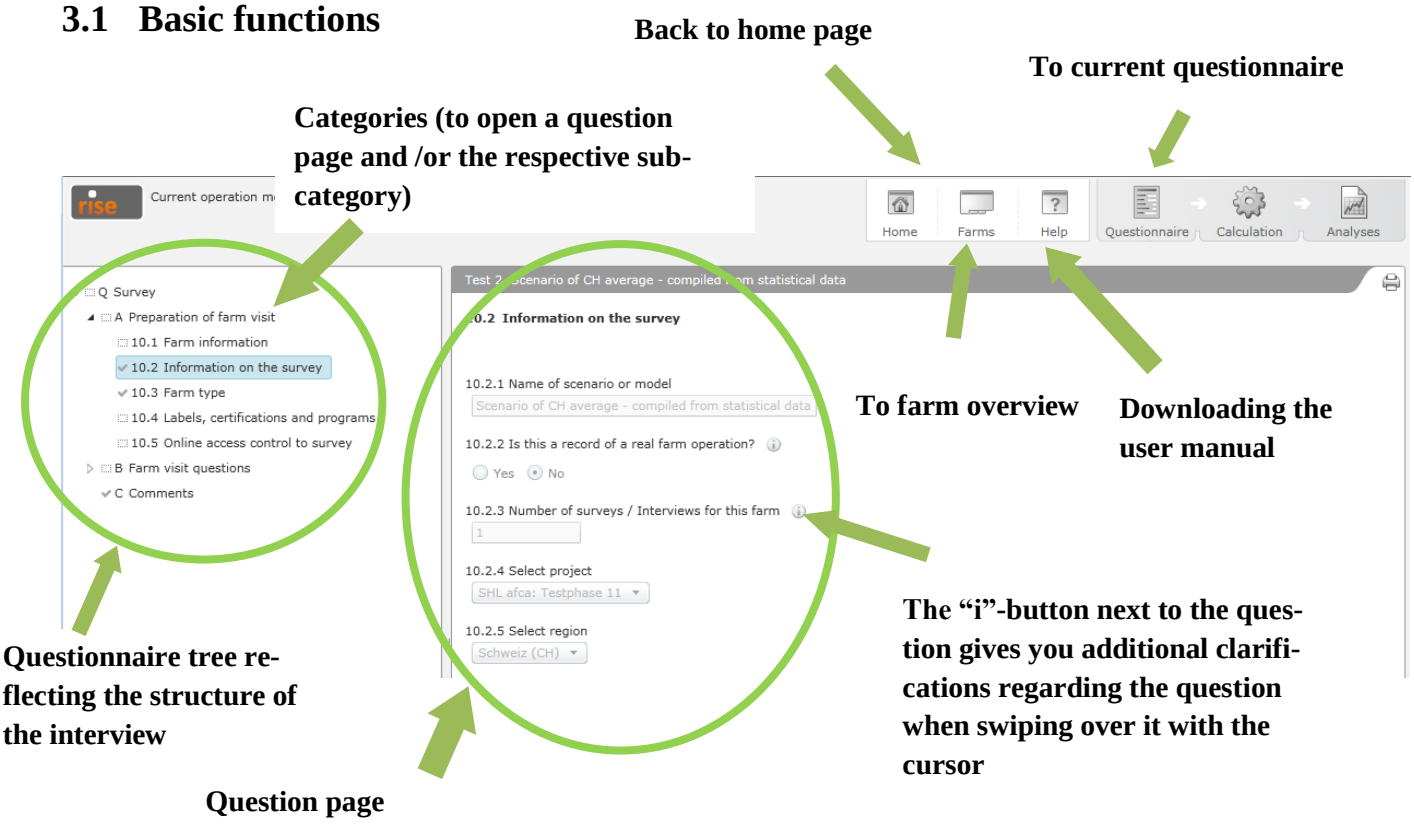


(ii) Open the survey by **double** clicking on the survey name.
Note: If you did not check out the survey it will appear in read-only mode only (see explanations above).


Test 2
nario of CH average - compiled from statistical dat
Check out for me
Test 3
Scenario of CH average - compiled from statistical dat
Check in
Test 4
Scenario of CH average - compiled from statistical dat
Check in

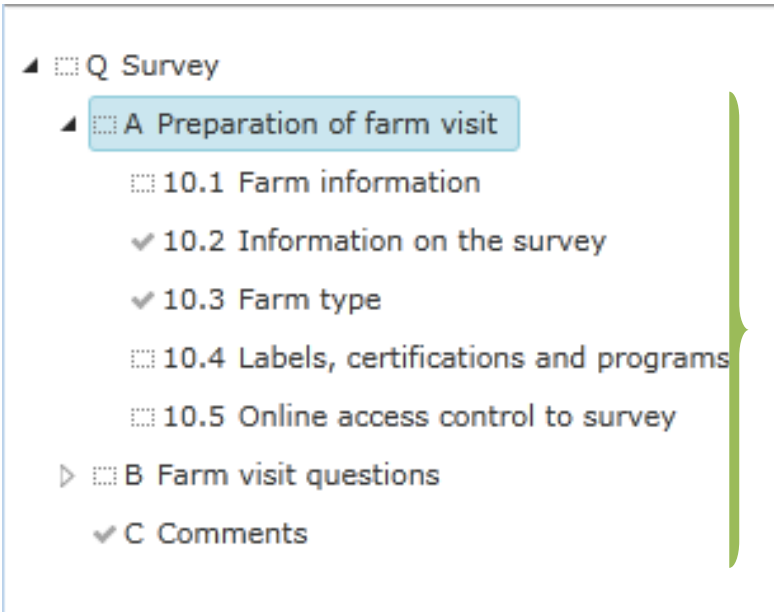
3 The RISE survey

3.1 Basic functions


Back to home page
To current questionnaire
Categories (to open a question page and /or the respective sub-category)
Home
Farms
Help
Questionnaire
Calculation
Analyses
Q Survey
A Preparation of farm visit
10.1 Farm information
10.2 Information on the survey
10.3 Farm type
10.4 Labels, certifications and programs
10.5 Online access control to survey
B Farm visit questions
C Comments
10.2 Information on the survey
10.2.1 Name of scenario or model
10.2.2 Is this a record of a real farm operation?
Yes
No
10.2.3 Number of surveys / Interviews for this farm
10.2.4 Select project
10.2.5 Select region
To farm overview
Downloading the user manual
Questionnaire tree reflecting the structure of the interview
The "i"-button next to the question gives you additional clarifications regarding the question when swiping over it with the cursor
Question page

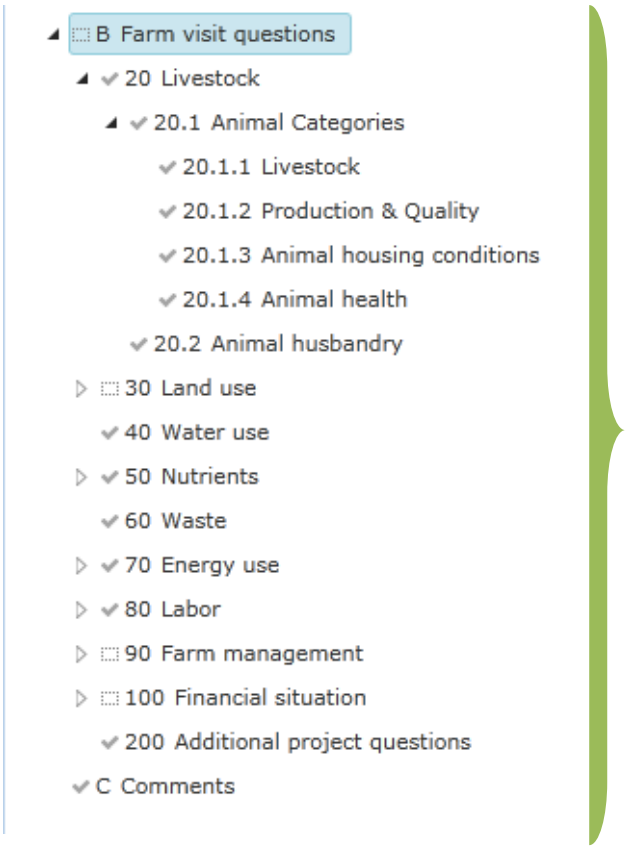
3.2 The questionnaire tree

(i) Background information on the selected farm



This section (A Preparation of farm visit) contains general questions for the preparation of the farm visit and the questionnaire. These questions must be answered at the beginning of the interview.

(ii) Farm visit questions (interview)



This section (B Farm visit questions) refers to the qualitative and quantitative data needed for the RISE interview.

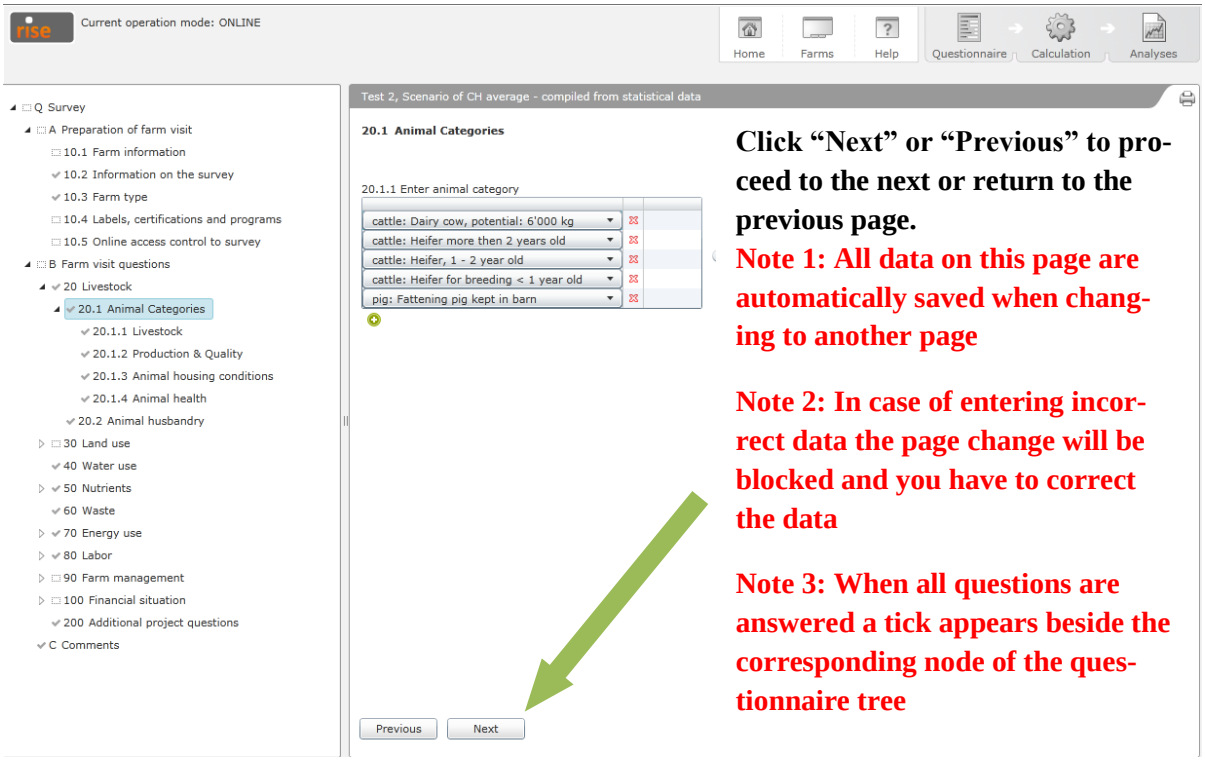
Note: All questions of section B appear only after having selected a region under node 10.2 "Information on the survey"

It is recommended to fill in the questionnaire from top to bottom together with the farmer. Nevertheless, you may switch directly to another page or go back as necessary.

Note: Some questions and nodes are interactive, i.e. they appear or disappear during the interview depending on answers given to other questions.

If you click once on a node a window opens with related questions

3.3 Saving data



Click "Next" or "Previous" to proceed to the next or return to the previous page.

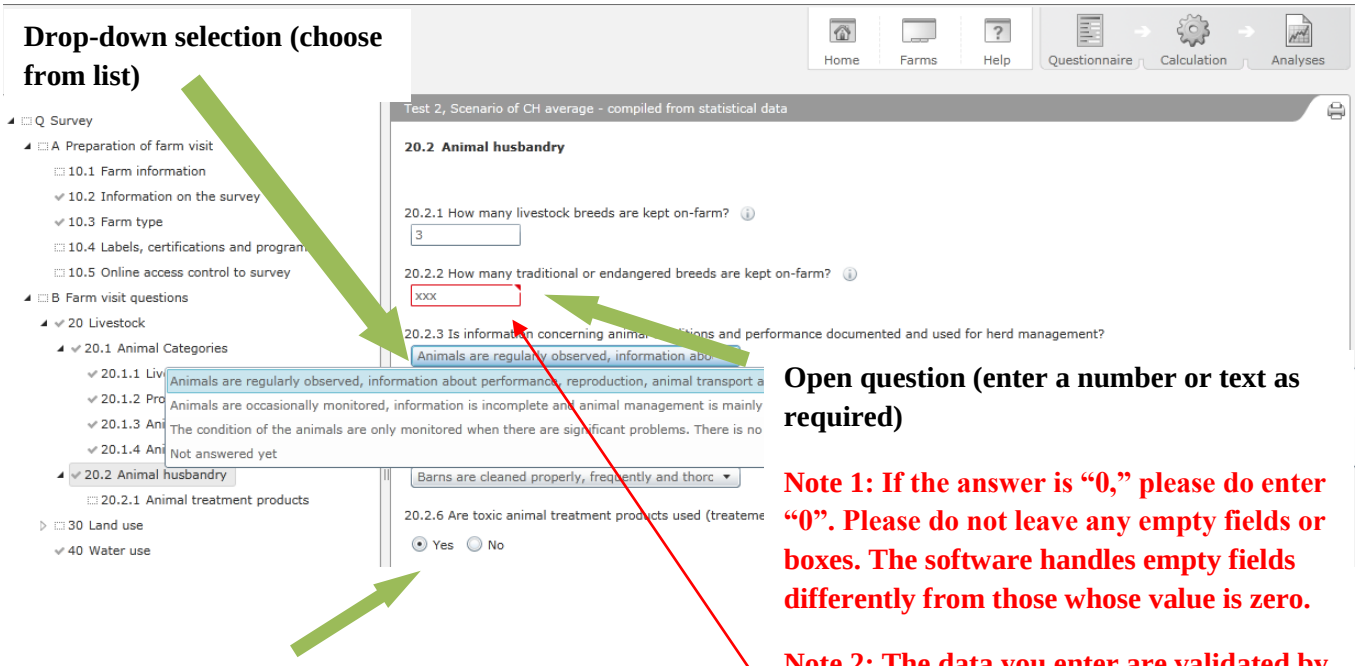
Note 1: All data on this page are automatically saved when changing to another page

Note 2: In case of entering incorrect data the page change will be blocked and you have to correct the data

Note 3: When all questions are answered a tick appears beside the corresponding node of the questionnaire tree

3.4 Different types of questions

(i) Open questions, drop-down selection and Boolean questions


Drop-down selection (choose from list)
Home
Farms
Help
Questionnaire
Calculation
Analyses
Q Survey
A Preparation of farm visit
10.1 Farm information
10.2 Information on the survey
10.3 Farm type
10.4 Labels, certifications and program
10.5 Online access control to survey
B Farm visit questions
20 Livestock
20.1 Animal Categories
20.2 Animal husbandry
20.2.1 Animal treatment products
30 Land use
40 Water use
Test 2, Scenario of CH average - compiled from statistical data
20.2 Animal husbandry
20.2.1 How many livestock breeds are kept on-farm?
3
20.2.2 How many traditional or endangered breeds are kept on-farm?
xxx
Animals are regularly observed, information about performance, reproduction, animal transport a
Animals are occasionally monitored, information is incomplete and animal management is mainly
The condition of the animals are only monitored when there are significant problems. There is no
Not answered yet
Barns are cleaned properly, frequently and thoro
20.2.6 Are toxic animal treatment products used (treateme
Yes
No

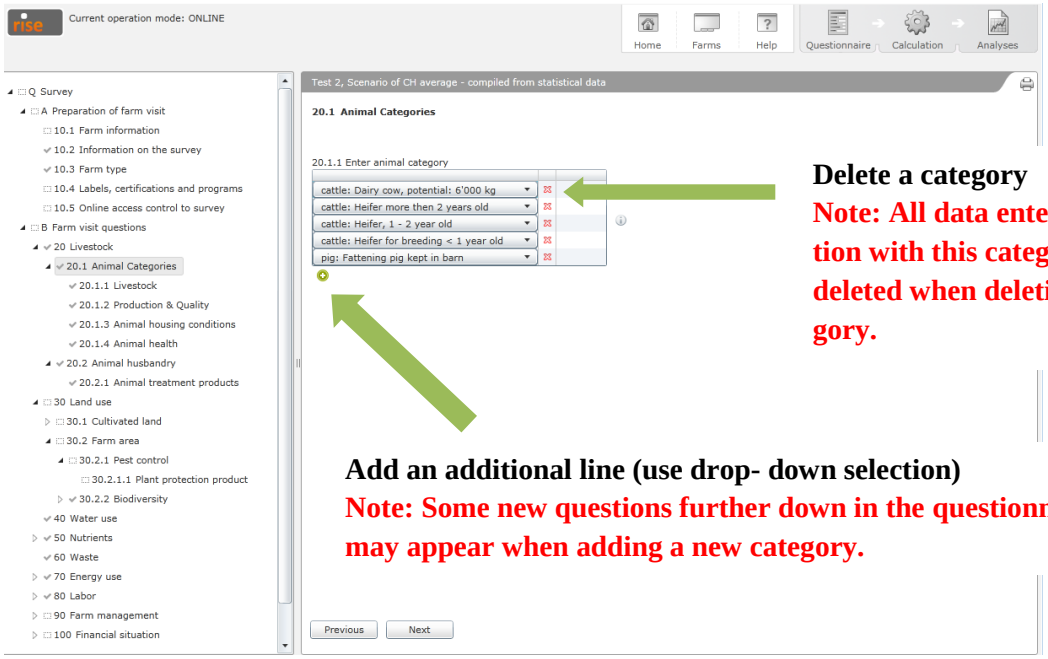
Open question (enter a number or text as required)

Note 1: If the answer is "0," please do enter "0". Please do not leave any empty fields or boxes. The software handles empty fields differently from those whose value is zero.

Note 2: The data you enter are validated by the program. If you enter "impossible" values (out of range, false data type), a red frame will appear.

Boolean question (tick "yes" or "no")
Note: Node 20.2.1 depends on question 20.2.6. If you tick "yes", under section 20.2 appears the node "Animal treatment products" and you will be asked to enter animal treatment products. If you tick "no" this section will not appear.

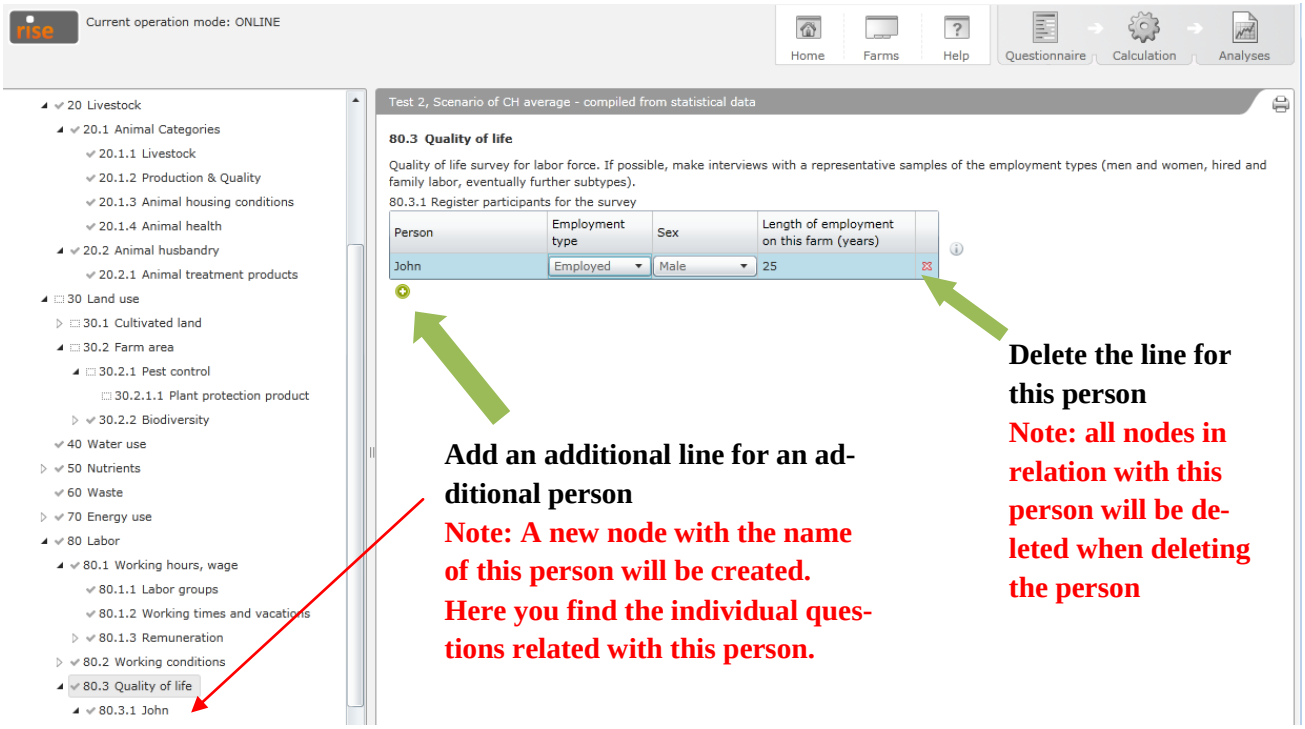
(ii) Lists (example 1: Animal categories)



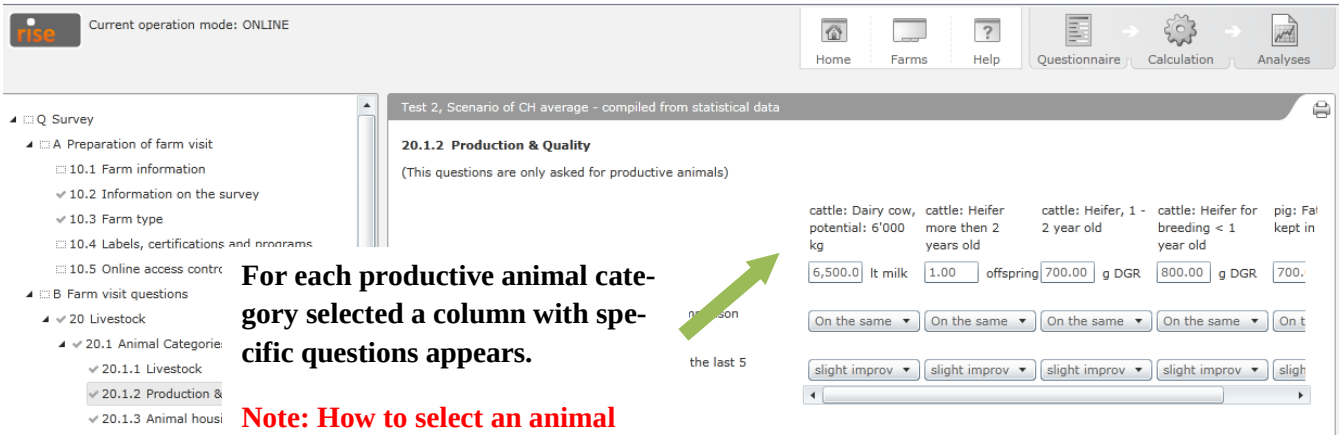
Delete a category
Note: All data entered in relation with this category will be deleted when deleting the category.

Add an additional line (use drop- down selection)
Note: Some new questions further down in the questionnaire may appear when adding a new category.

(iii) Lists (example 2: Quality of life)


Current operation mode: ONLINE
Home
Farms
Help
Questionnaire
Calculation
Analyses
Test 2, Scenario of CH average - compiled from statistical data
80.3 Quality of life
Quality of life survey for labor force. If possible, make interviews with a representative samples of the employment types (men and women, hired and family labor, eventually further subtypes).
80.3.1 Register participants for the survey
Person
Employment type
Sex
Length of employment on this farm (years)
John
Employed
Male
25
Add an additional line for an additional person
Note: A new node with the name of this person will be created.
Here you find the individual questions related with this person.
Delete the line for this person
Note: all nodes in relation with this person will be deleted when deleting the person

(iv) Tables


Current operation mode: ONLINE
Home
Farms
Help
Questionnaire
Calculation
Analyses
Test 2, Scenario of CH average - compiled from statistical data
20.1.2 Production & Quality
(This questions are only asked for productive animals)
cattle: Dairy cow, potential: 6'000 kg
cattle: Heifer more then 2 years old
cattle: Heifer, 1 - 2 year old
cattle: Heifer for breeding < 1 year old
6,500.0
lt milk
1.00
offspring
700.00
g DGR
800.00
g DGR
On the same
slight improv
For each productive animal category selected a column with specific questions appears.
Note: How to select an animal category is explained under (ii) lists (example 1: animal categories

(v) Additional questions: The RISE-Administrator of a project can define additional questions. Such questions are only appearing in questionnaires that are part of this project (see chapter 7.4). This information will not be calculated in RISE-analyses but can serve as additional information in the context of a project.

(vi) General remark: A correct calculation of the RISE results is only possible once **all** questions in the questionnaire have been answered. Do not leave any empty or invalid (red frame) fields. The option "Not yet answered" must not remain in any of the drop-down selections. Prior to calculating results, delete all empty lines in list questions. The calculation of results and the analysis section are described in chapter 5.

4 Administrate questionnaires and farms

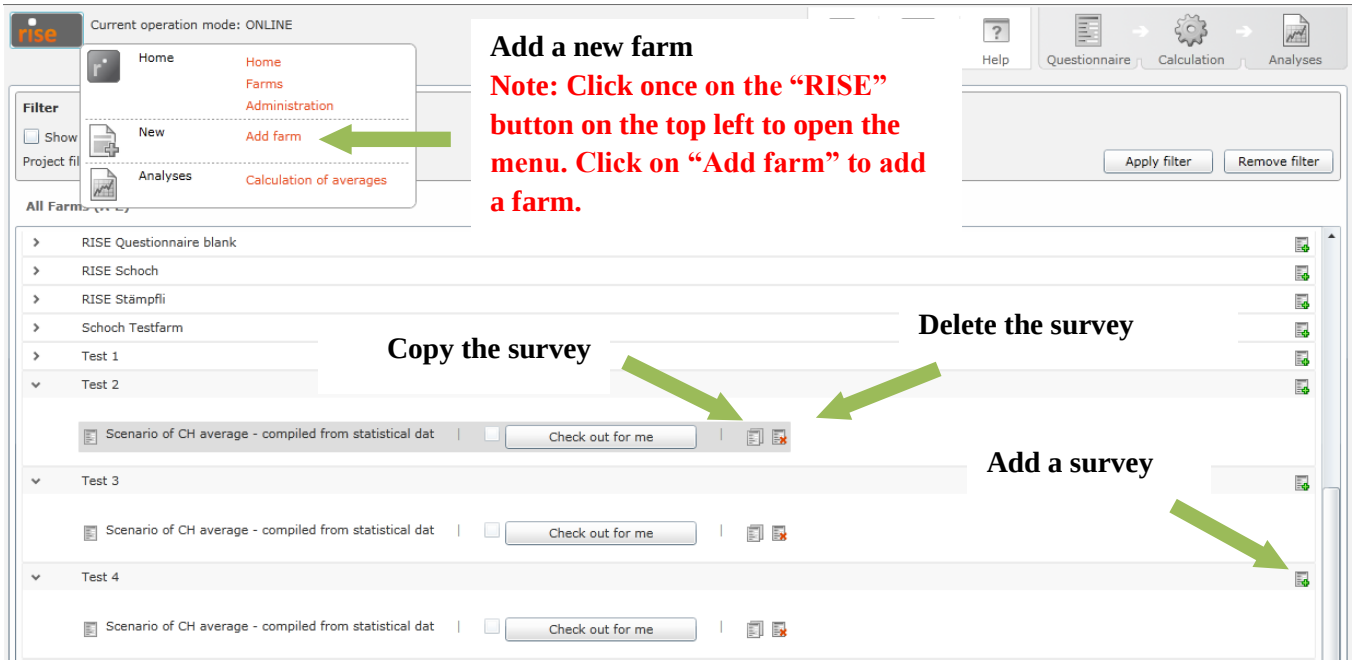
4.1 Adding, deleting and copying farms and surveys

(i) Overview

Note 1: It is not possible to delete a farm with surveys. Please delete first the surveys and then the farm.

Note 2: You cannot delete a survey that has been checked out by someone else.

Note 3: You may copy a complete survey of a farm and change data in the copy to calculate a scenario for this farm.

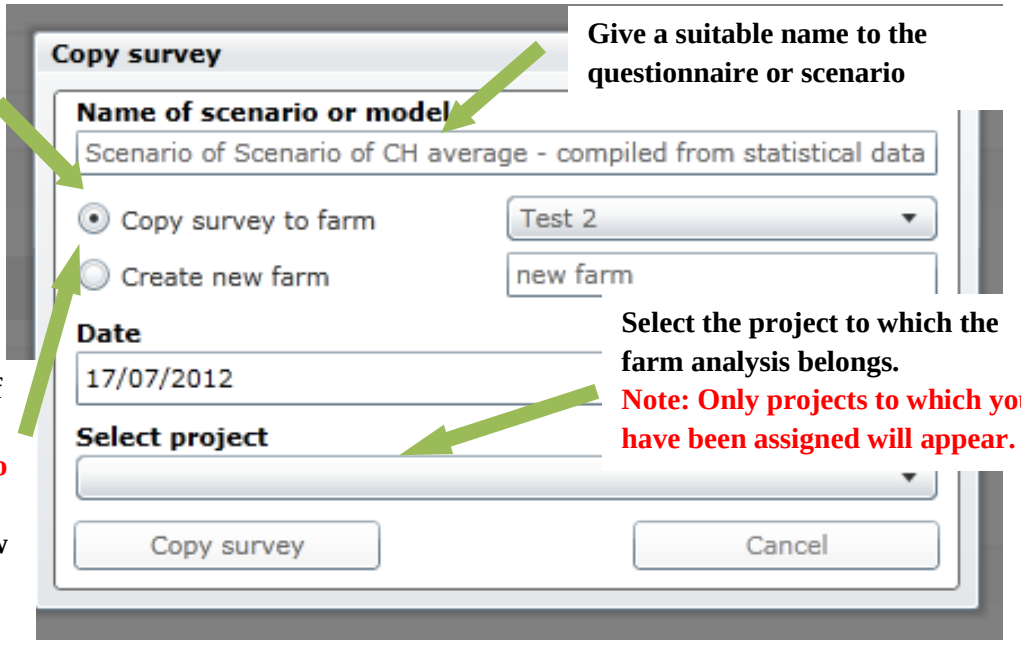


(ii) **Copying a survey**

Note: You have the possibility to add a new survey to an existing farm or to create a new farm.

Check this option if you intend to add the copied survey to an existing farm. Choose the farm from the drop-down selection (on the right hand side).

Check this option if you intend to add the copied survey to a new farm. Enter the name of the new farm into the field on the right hand side.



Give a suitable name to the questionnaire or scenario

Select the project to which the farm analysis belongs.
Note: Only projects to which you have been assigned will appear.

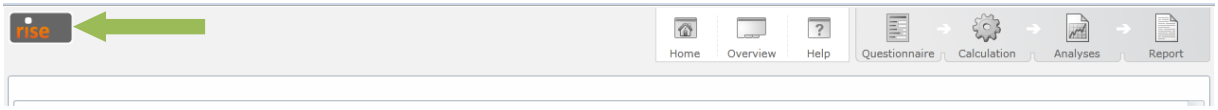
4.2 Printing a survey

Note 1: At the moment it is only possible to print questionnaires online and while using RISE with the Internet Explorer. Please synchronize possible offline-data and login on the RISE-Website as described in chapter 1.1.

Note 2: Printing the survey from the RISE 2.0 software to a printer is only possible when your computer is directly connected to a printer (printing a survey does not work with a network printer).

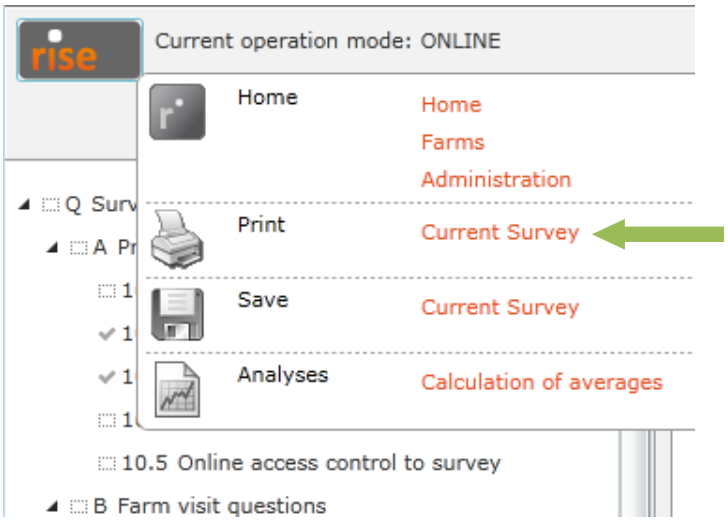
Note 3: It is recommended to create a pdf-document with a pdf-printer on your computer. Afterwards you can easily print this pdf-document on any equipment.

(i) Click **once** on the "RISE-button" on the top left



(ii) Choose "Current survey" in the category "Print"

Note: Please be patient after this step. You have to wait (up to 1 minute) until the printing preview is generated by the program.

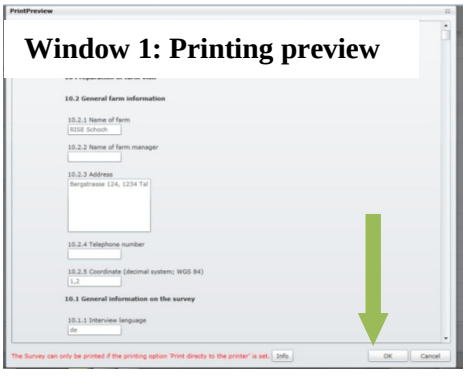


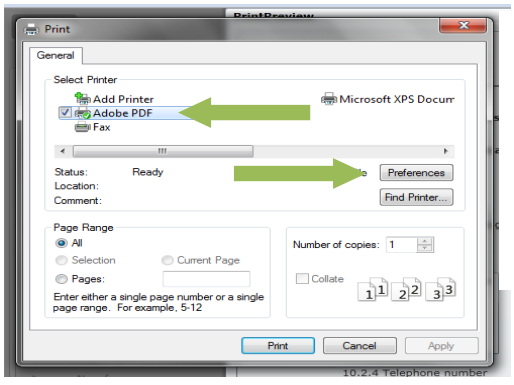
(iii) Click "OK" on the printing preview and select a printer

Note 1: Select a pdf-printer to create a pdf-document.

Note 2: If your printer is directly connected to your computer and you intend to print the questionnaire go to the printer options (preferences) and select "Print directly to the printer". Printing over a network is not possible.

Window 1: Printing preview





Window 2: Printer dialog
Note: May appear different depending on your computer system.

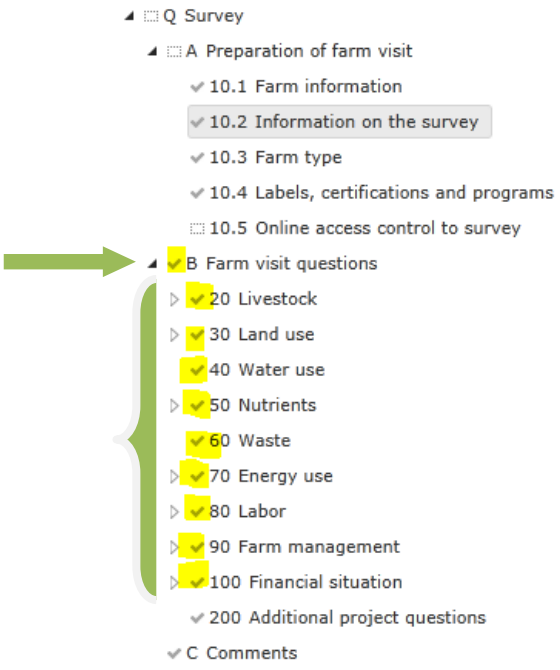
5 Calculation and analysis

5.1 Calculate a questionnaire

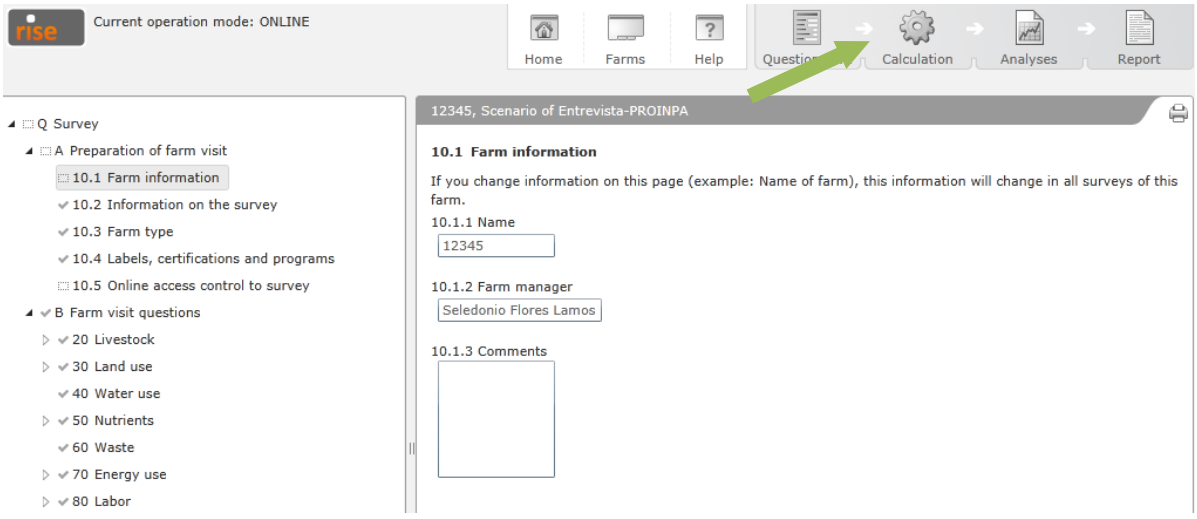
(i) A questionnaire is ready for calculation when a tick appears next to "B Farm visit questions". This means that all questions were responded and therefore every chapter from 20-100 has a tick on its left side.

Note 1: A check-list with needed steps and questions to do before you can make a RISE-calculation can be found in the annex III of this document.

Note 2: In principle, the RISE method only foresees to calculate complete questionnaires. Nevertheless, it is also possible to calculate incomplete questionnaires. But in this case it must be taken into consideration that calculation errors and wrong results cannot be avoided.

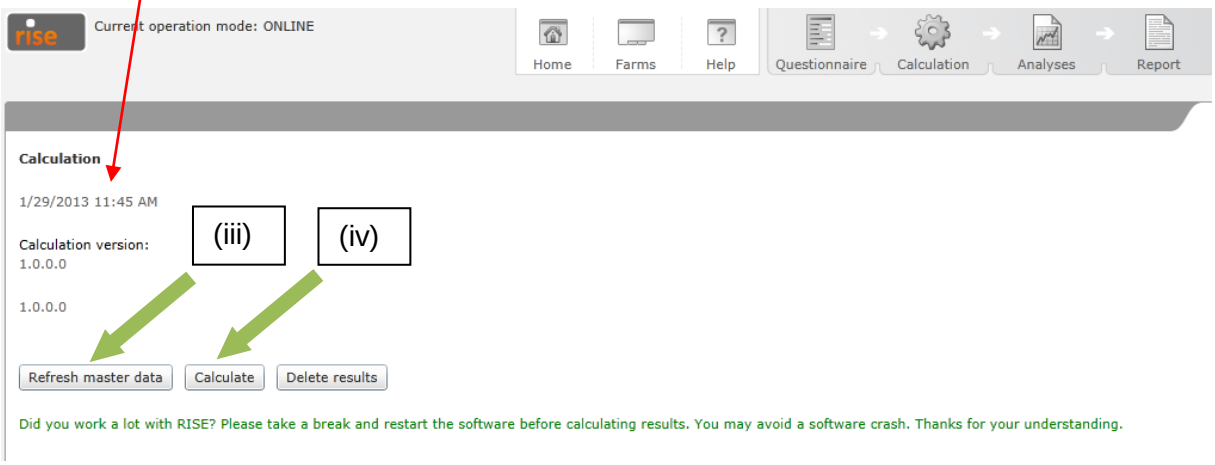


(ii) Go to the calculation section of the application (click once on the "Calculation" icon)

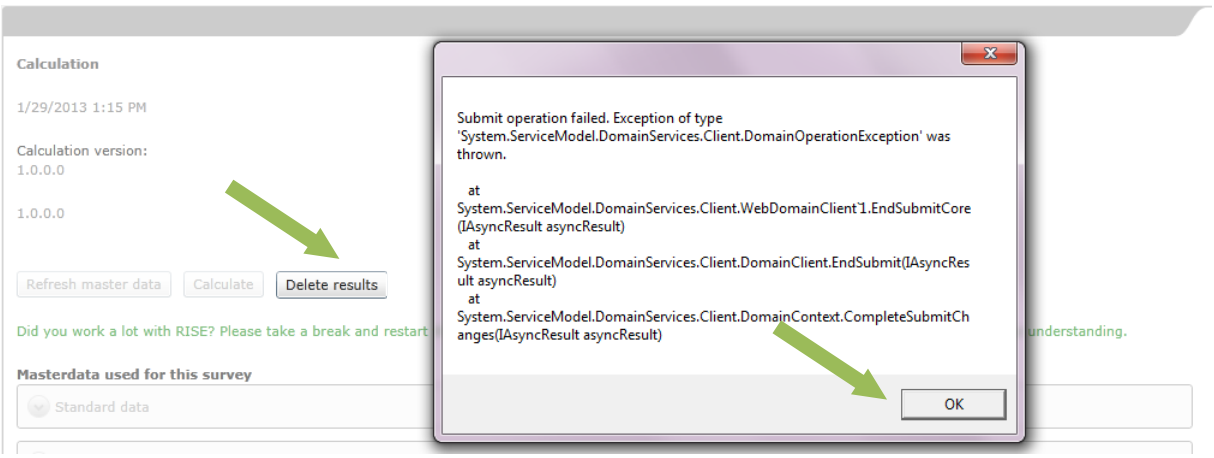


(iii) Click on the "Refresh master data"- button to get the latest version of the master data
Note: After every change made in the questionnaire, your master data has to be refreshed manually before calculating the results.

(iv) Click on "Calculate" to calculate your RISE analysis. The page gets inactivated while calculation is running. After completion the actual calculation time and date are shown at the left hand side.
Note 1: Whenever you work several hours in the offline mode the software gets slower and slower as a temporary buffer is filled. To avoid a software crash during calculation, please take a break and restart the software before calculating results.



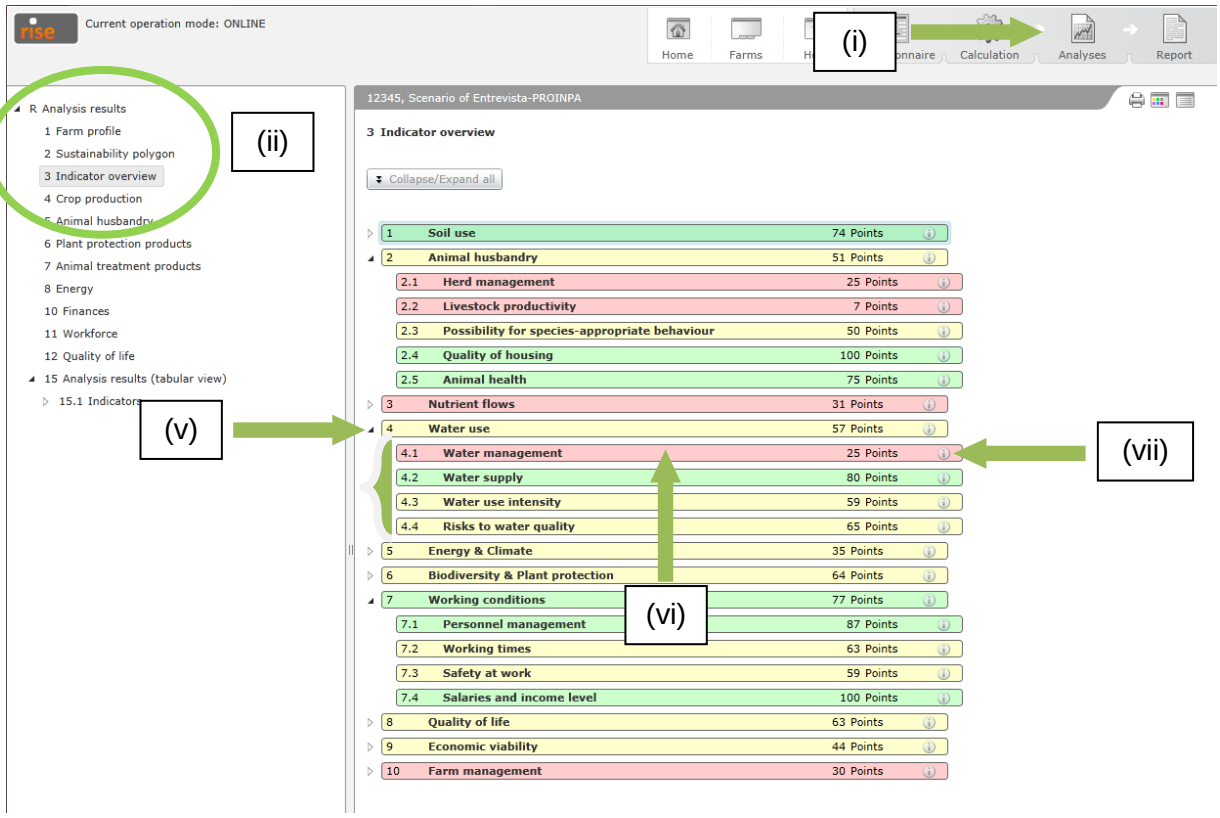
(v) Delete results if error messages appear during the calculation
Note 1: If error messages appear during calculation you can close them by clicking on "OK". This happens normally due to missing data in the questionnaire. The RISE software will nevertheless calculate your results.
Note 2: You can also have a look at these previous results in the analysis part without any problem. Note that due to the calculation problems some results may be missing or incorrect.
Note 3: It is important that you delete the results before you go back to work on the questionnaire. Otherwise the application will not be able to save any changes you will make. Note that deleting results does not affect the questionnaire data.



5.2 The analysis section

(i) Go to the analyses section of the application (click once on the "Analyses" icon)

(ii) Use the analysis navigation tree ("R Analysis results") to access the different views on results and background information.



(iii) **1 Farm profile:** A tabular overview on the farm data.

(iv) **2 Sustainability polygon:** Graphical overview on indicators and parameters in form of a spider diagram. The degree of sustainability of the 10 indicators connected with a red line and the 51 parameters, visible as little black dots.

(v) **3 Indicator overview**: A tabular overview on indicators and parameters. Here you have the possibility to check detailed results and background information out of the RISE manual.

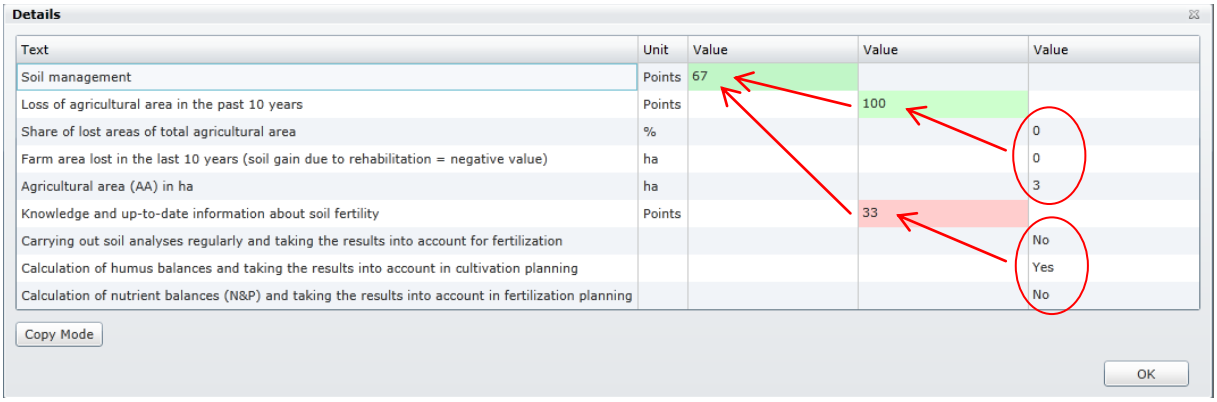
Note 1: By clicking on the little triangle next to the indicator bar the table will be expanded showing you the corresponding parameters. Use the same triangle to collapse the table or use the "Collapse/Expand all" button at the top of the list.

(vi) **3 Indicator overview (details):** By double-clicking on the green, red or yellow bars you can open the detail results and see the composition of the score for every indicator/parameter.

Note 1: The tabular view on intermediate results and raw data allows you to understand the composition of the score for every indicator/parameter. In the figure below the example of the parameter "soil management" is given. The calculation of parameter is done from the right column to the left. As this farmer did neither calculate a nutrient balance for N and P (answer is "No") nor carried out soil analyses (answer is "No") and got 33 of 100 possible points, therefore (middle column). In the upper part of the column at the very right one can see that no farm area was lost in the last 10 years and the farmer got therefore 100 points (middle column). The very left column

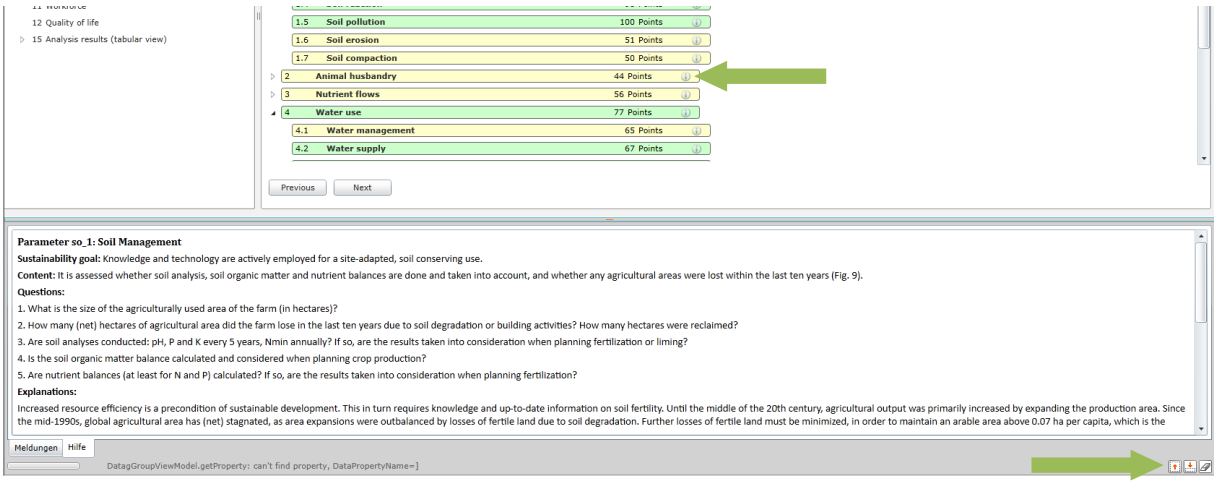
valued with 67 points is the average calculation of 100 and 33.

Note 2: If you want to copy the figures of a table out of RISE, please click first on the button "Copy mode". The table gets uncolored and can now be copied with the key combination "Ctrl + C".



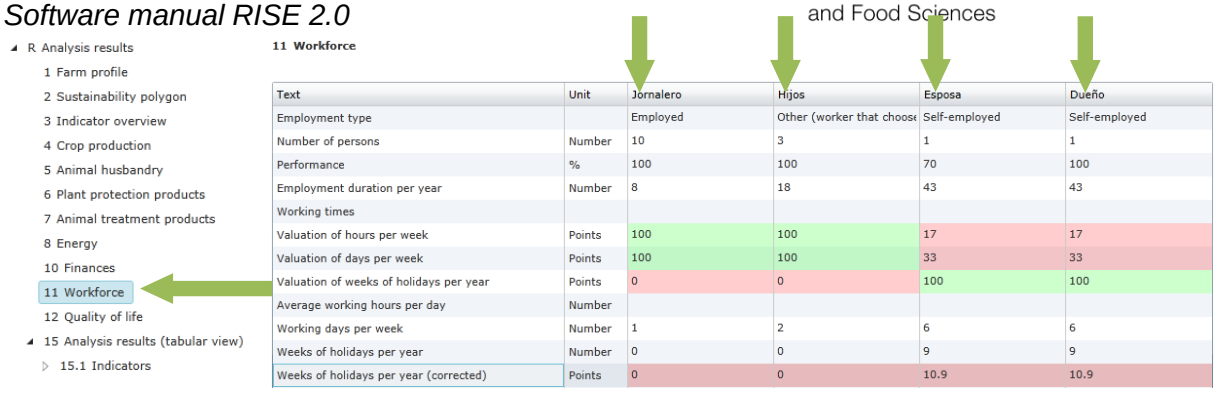
(vii) **3 Indicator overview (background information):** Click on the information button "i" on the right hand side of the indicator (respectively parameter) bar in the indicator overview to open an information window with explanations and background information to the indicator (respectively parameter). This is the same information you can find in the RISE Manual.

Note: The explanation window will open at the bottom of the page. You can adjust the size of this window. Click on the red arrow at the right very bottom side of the application to close it.


12 Quality of life
15 Analysis results (tabular view)
1.5 Soil pollution 100 Points
1.6 Soil erosion 51 Points
1.7 Soil compaction 50 Points
2 Animal husbandry 44 Points
3 Nutrient flows 56 Points
4 Water use 77 Points
4.1 Water management 65 Points
4.2 Water supply 67 Points
Previous
Next
Parameter so_1: Soil Management
Sustainability goal: Knowledge and technology are actively employed for a site-adapted, soil conserving use.
Content: It is assessed whether soil analysis, soil organic matter and nutrient balances are done and taken into account, and whether any agricultural areas were lost within the last ten years (Fig. 9).
Questions:
1. What is the size of the agriculturally used area of the farm (in hectares)?
2. How many (net) hectares of agricultural area did the farm lose in the last ten years due to soil degradation or building activities? How many hectares were reclaimed?
3. Are soil analyses conducted: pH, P and K every 5 years, Nmin annually? If so, are the results taken into consideration when planning fertilization or liming?
4. Is the soil organic matter balance calculated and considered when planning crop production?
5. Are nutrient balances (at least for N and P) calculated? If so, are the results taken into consideration when planning fertilization?
Explanations:
Increased resource efficiency is a precondition of sustainable development. This in turn requires knowledge and up-to-date information on soil fertility. Until the middle of the 20th century, agricultural output was primarily increased by expanding the production area. Since the mid-1990s, global agricultural area has (net) stagnated, as area expansions were outbalanced by losses of fertile land due to soil degradation. Further losses of fertile land must be minimized, in order to maintain an arable area above 0.07 ha per capita, which is the
Meldungen
Hilfe
DatagGroupViewModel.getProperty: can't find property, DataPropertyName=]

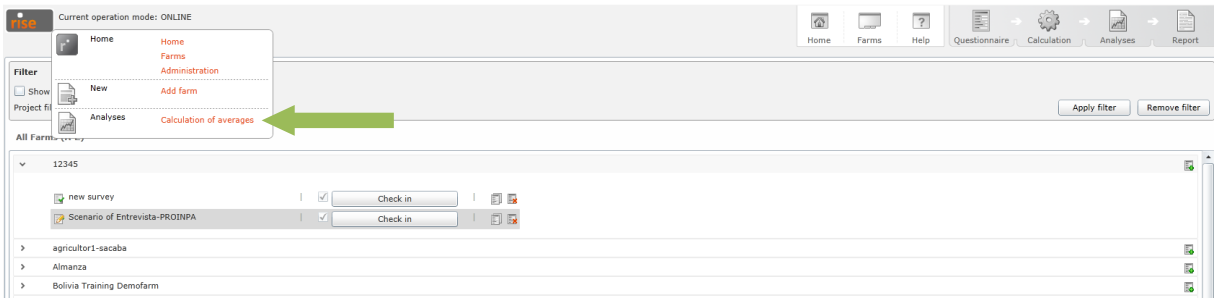
(viii) Check the nodes 4 to 12 of the analysis navigation tree for detailed results to specific aspects (Crop production, animal husbandry, plant protection, animal treatment, energy, workforce and quality of life).

Note: As an example of such a table with detailed results, the aspect "11 Workforce" is shown below. Every person registered as a workforce on this farm is listed in a separate column with the individual results which are further aggregated to the parameters "Salary and income level" and "Working times".

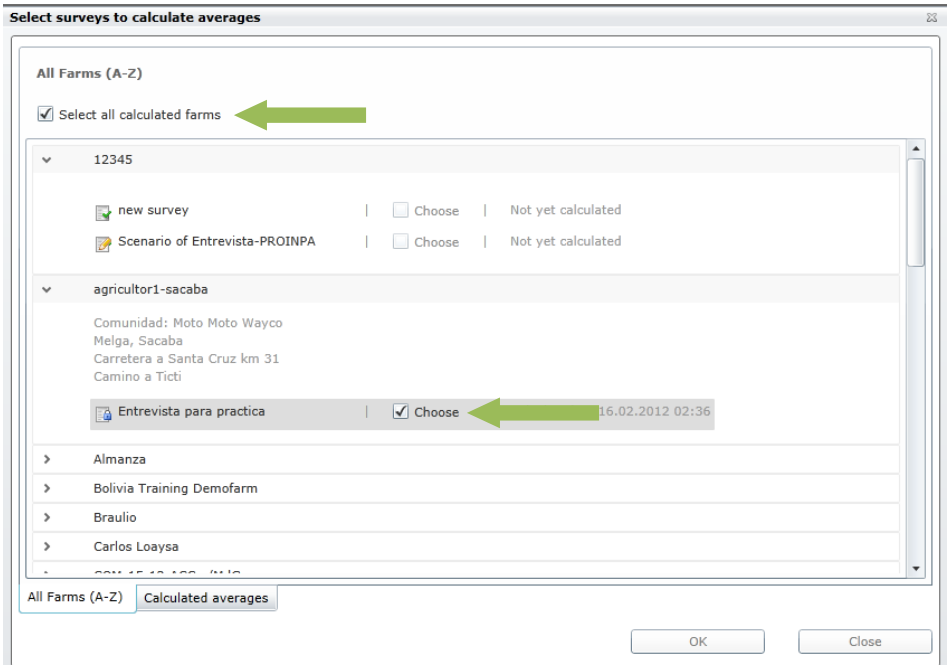

R Analysis results
1 Farm profile
2 Sustainability polygon
3 Indicator overview
4 Crop production
5 Animal husbandry
6 Plant protection products
7 Animal treatment products
8 Energy
10 Finances
11 Workforce
12 Quality of life
15 Analysis results (tabular view)
15.1 Indicators
11 Workforce
Text | Unit | Jornalero | Hijos | Esposa | Dueño
Employment type | | Employed | Other (worker that choose | Self-employed | Self-employed
Number of persons | Number | 10 | 3 | 1 | 1
Performance | % | 100 | 100 | 70 | 100
Employment duration per year | Number | 8 | 18 | 43 | 43
Working times
Valuation of hours per week | Points | 100 | 100 | 17 | 17
Valuation of days per week | Points | 100 | 100 | 33 | 33
Valuation of weeks of holidays per year | Points | 0 | 0 | 100 | 100
Average working hours per day | Number
Working days per week | Number | 1 | 2 | 6 | 6
Weeks of holidays per year | Number | 0 | 0 | 9 | 9
Weeks of holidays per year (corrected) | Points | 0 | 0 | 10.9 | 10.9

5.3 Calculate average values

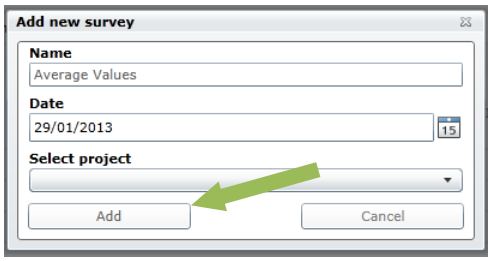
(i) To calculate an average result of a group of farms click on the RISE button on the top left corner and choose "Calculation of averages" under "Analyses".



(ii) Select the surveys of which you want to calculate an average result.
Note 1: You can only select surveys which have been calculated successfully.
Note 2: You can either tick "select all calculated farms" in order to calculate an average of all surveys in your project, or you can individually select the surveys.
Note 3: You may also include average results you calculated before. Just click on the bottom of the window on "Calculated averages" to get an overview on calculated averages.



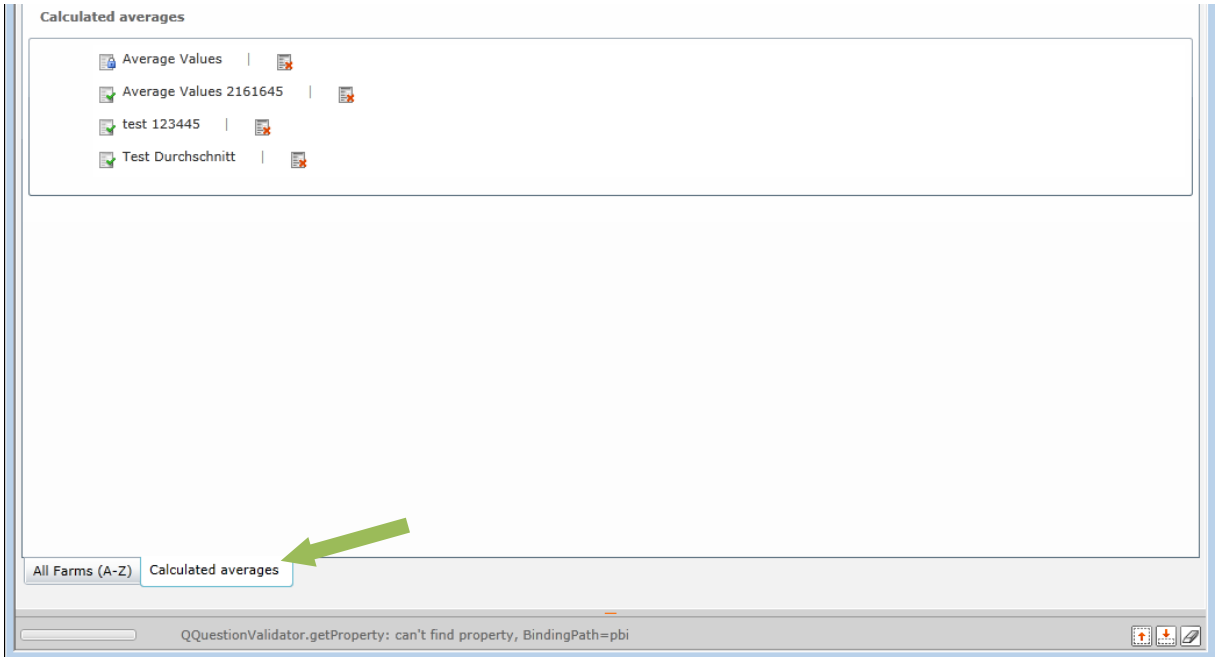
(iii) Click OK when you finished the selection of surveys. Wait until data is loaded and the average result is calculated. Give a name to the average result and assign it to a project. Click "Add" to complete the process.



(iv) Back in the farm overview you can find the average results in the list of "Calculated averages". Open the average result like you open any other questionnaire with a double click on the name.

Note 1: You will be directed to the analyses section as an average result does not have a questionnaire.

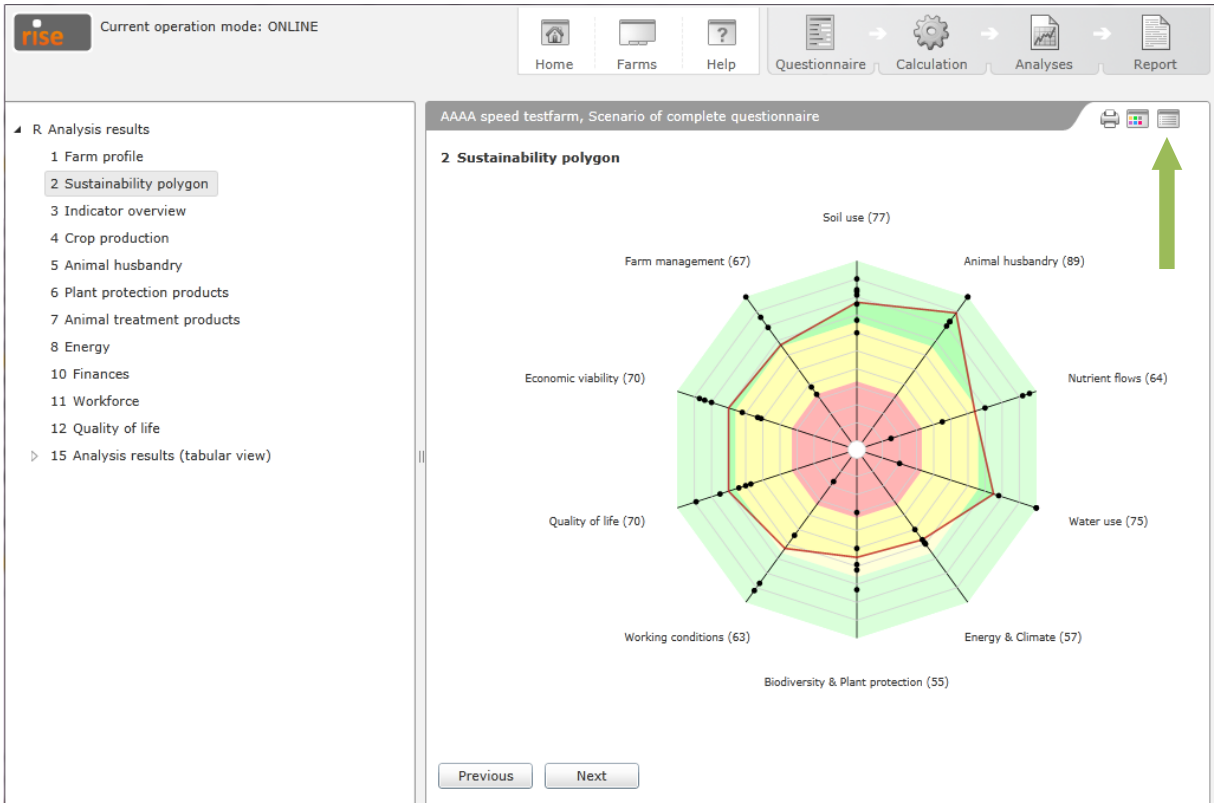
Note 2: An average result includes all indicators and parameters plus some specific values displayed in the farm profile.



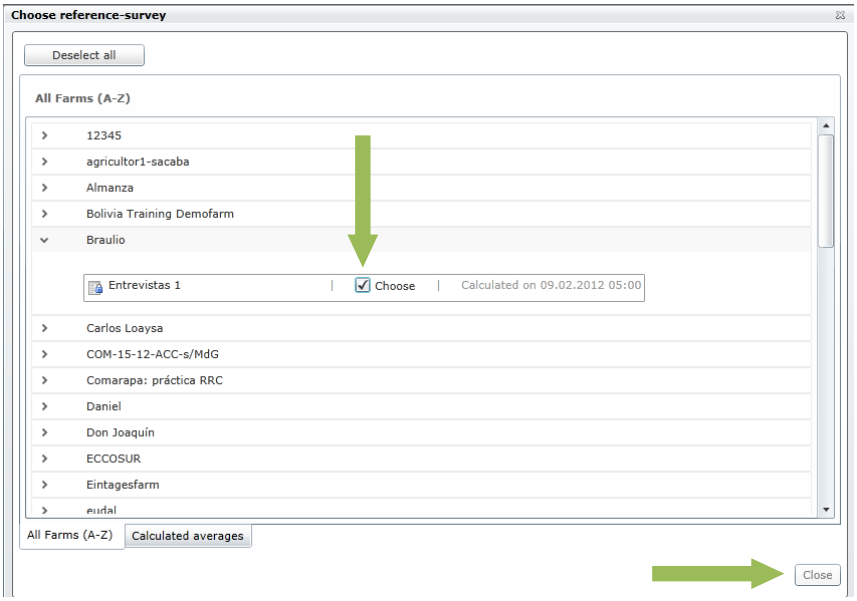
5.4 Compare farm results

(i) Go to the analyses section of the application.
Note: It's possible to compare a farm result to the result of another farm or to a calculated average.

(ii) Click on the icon at the very right of the page ("Load reference surveys") to select the surveys.



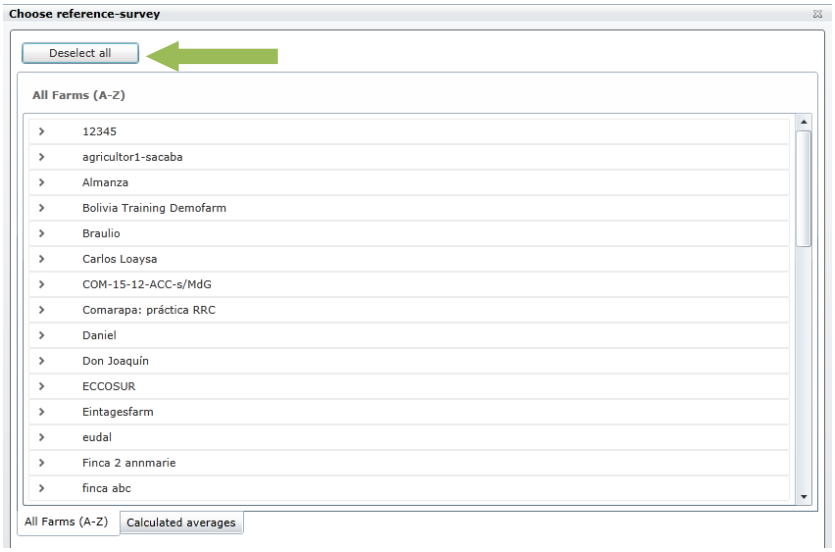
(iii) Choose the surveys and/or calculated averages to which you want to compare your farm result to. "Close" to go back to the analyses section.
Note: Use the "Deselect all" button to clear the list of surveys you are comparing.



(iv) If you successfully selected some surveys you will find now the results of several farms in the following parts: “Farm profile”, “Sustainability polygon” and “Indicator overview”.

(v) In order to show the color code of the different surveys, click on the middle small icon at the very right of the page.
Note: There are different colors used for the first six farms. The rest is displayed in black.

(vi) To deactivate the display of several survey repeat step (ii) and click on the “Deselect all” button.

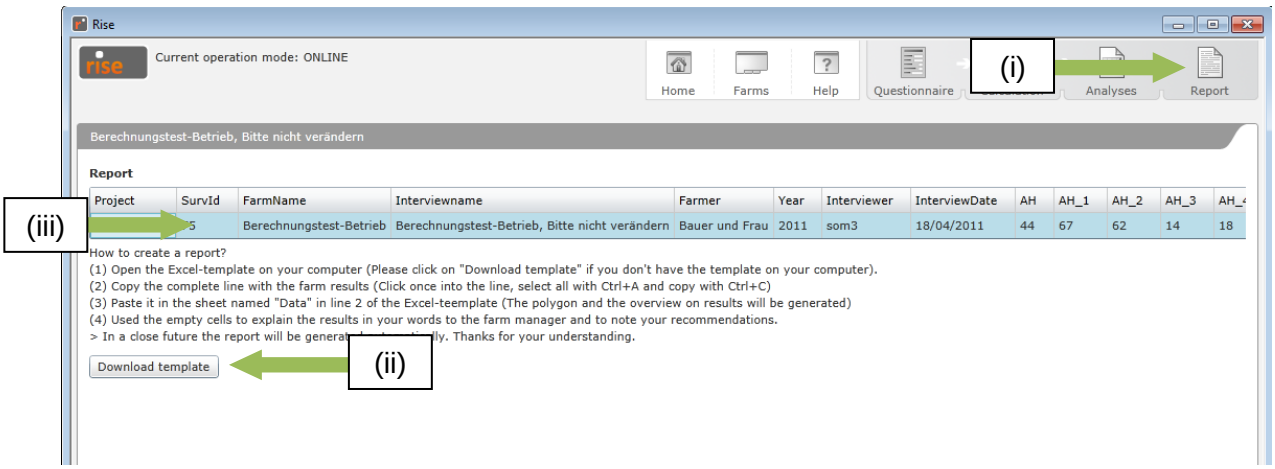


5.5 Export results to create a report

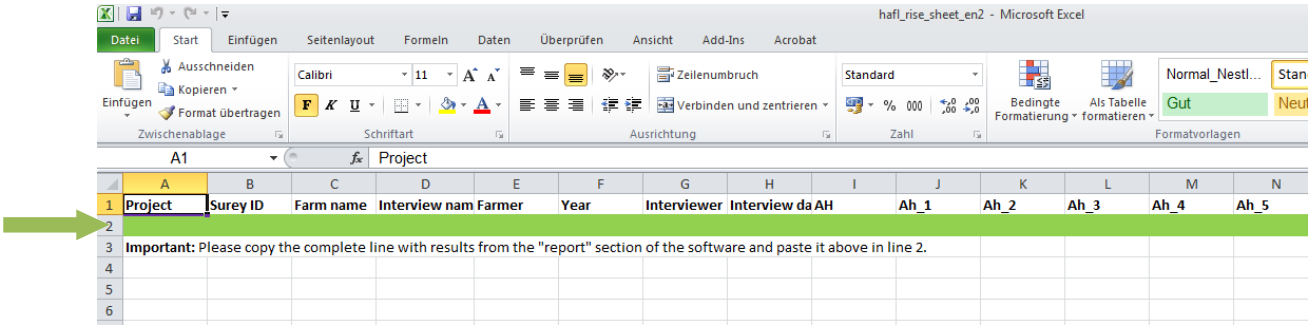
(i) Go to the report section of the application.

(ii) Please click on “Download template” and save it on your computer. Open the template using Microsoft Excel on your computer.
Note 1: This template works only with Microsoft Excel. If you don’t have Excel on your computer please contact the RISE support.
Note 2: The report will be generated automatically in a close future. Thanks for your understanding.

(iii) Copy the complete line with the farm results. First click once into the line with results, then select all with the keys “Ctrl+A” and copy the results with “Ctrl+C”.

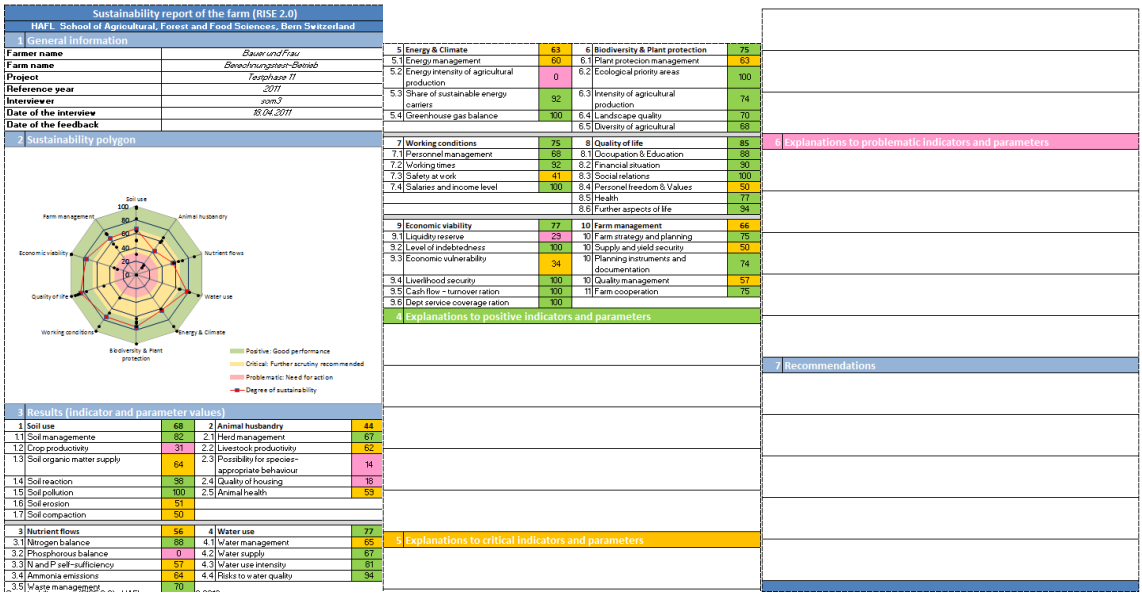


(iv) Paste the results in the Excel template you opened in line 2 of the sheet named "Data". By doing so, the polygon and the overview on results are generated.



(v) Use the empty space in the report to explain the results in your words to the farm manager and to note your recommendations. The consultation of the detailed results in the analyses section of the software as well as the reading of the explanations in the RISE manual will support you.

Note: The RISE method does not provide "recipe-like solutions". The idea of this report is to describe in your own words indicators and parameters with good performance as well as aspects with opportunities for improvement, based on the knowledge about the RISE method, the detailed result and about the local context. It's important to formulate ideas and recommendations to give it a forward looking perspective.


Sustainability report of the farm (RISE 2.0)
HAFL School of Agricultural, Forest and Food Sciences, Bern Switzerland
1 General information
Farmer name
Farm name
Project
Reference year
Interviewer
Date of the interview
Date of the feedback
2 Sustainability polygon
3 Results (indicator and parameter values)
4 Explanations to positive indicators and parameters
5 Explanations to critical indicators and parameters
6 Explanations to problematic indicators and parameters
7 Recommendations

6 Working in offline mode

6.1 Start the RISE application

(i) Start the RISE application with the RISE-icon on your desktop

Note 1: You need a connection to the Internet to be able to switch to the offline mode

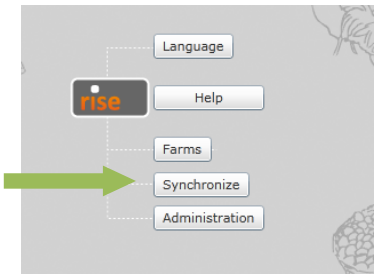
Note 2: It's not possible to synchronize data and to work offline if you access RISE with your Web-Browser. The RISE application has to be installed on your computer as described in Annex II of this software manual.

6.2 Synchronization of data before switching to offline mode

(i) Click on the RISE-symbol on your desktop to open the software

(ii) Login with your personal username and password and select the language you want to work with

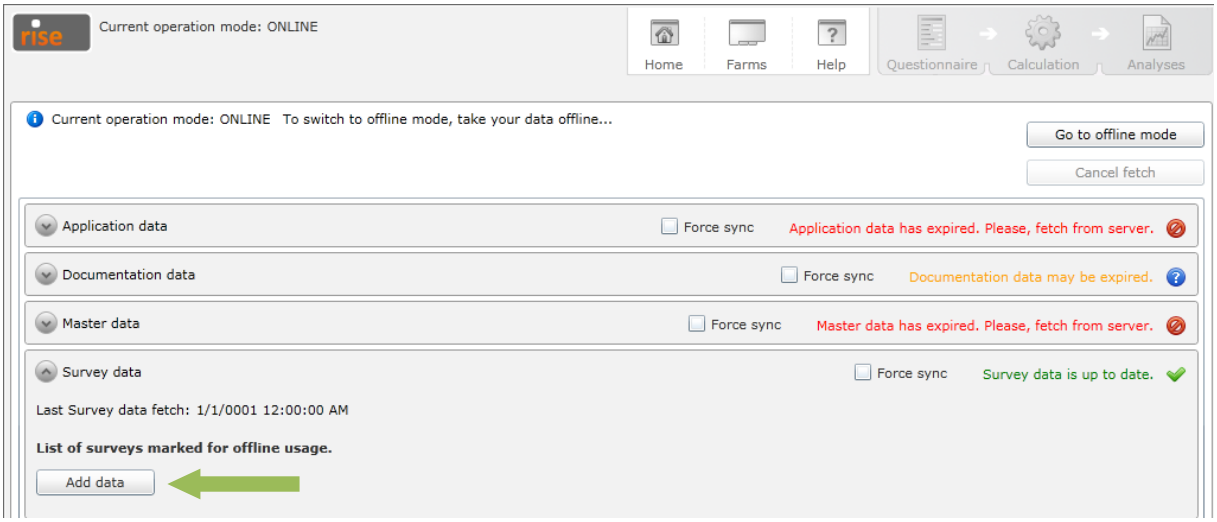
(iii) Click on "synchronize"



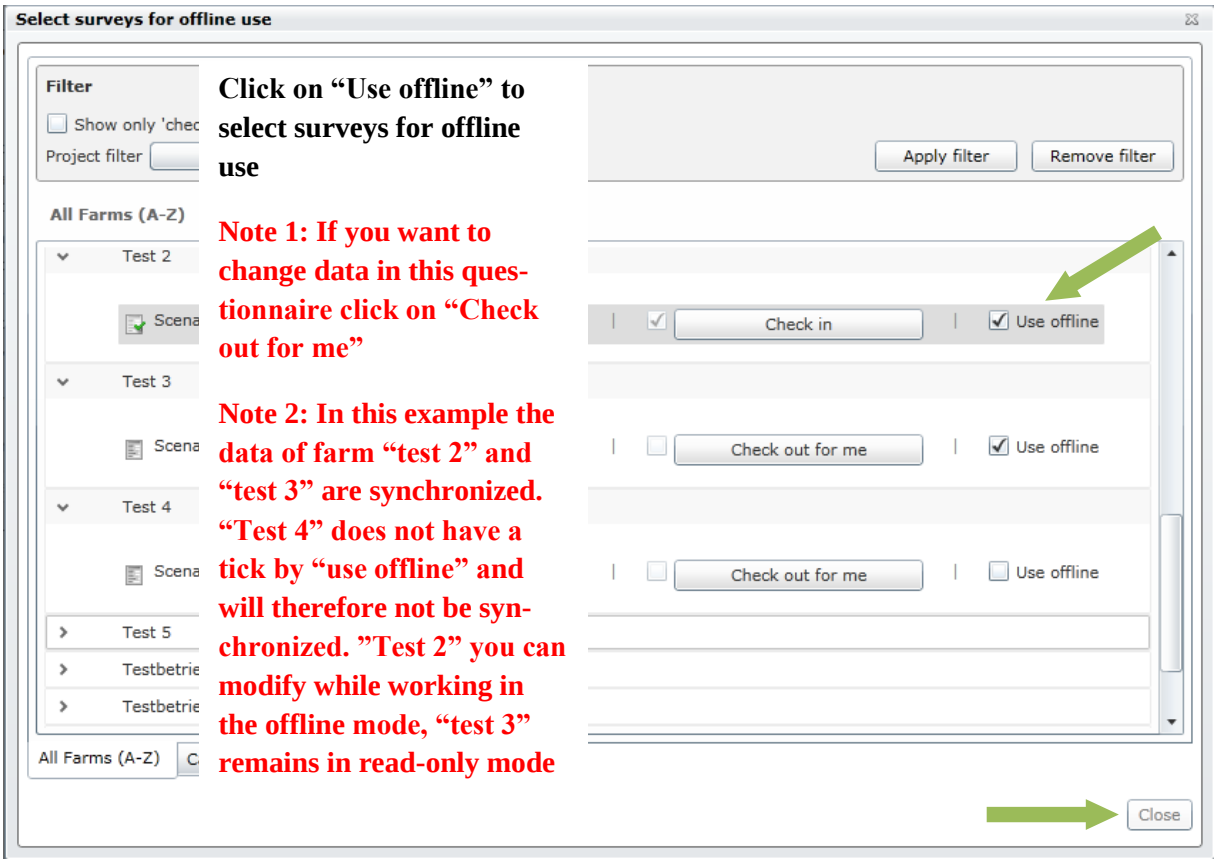
(iv) Click on "Add data" in order to choose questionnaires for the work in offline mode

Note 1: If you do not yet have any questionnaires or farms or if you do not want to use them in offline-mode you can change directly to offline mode (point (vi)).

Note 2: It is possible to add new questionnaire in offline mode



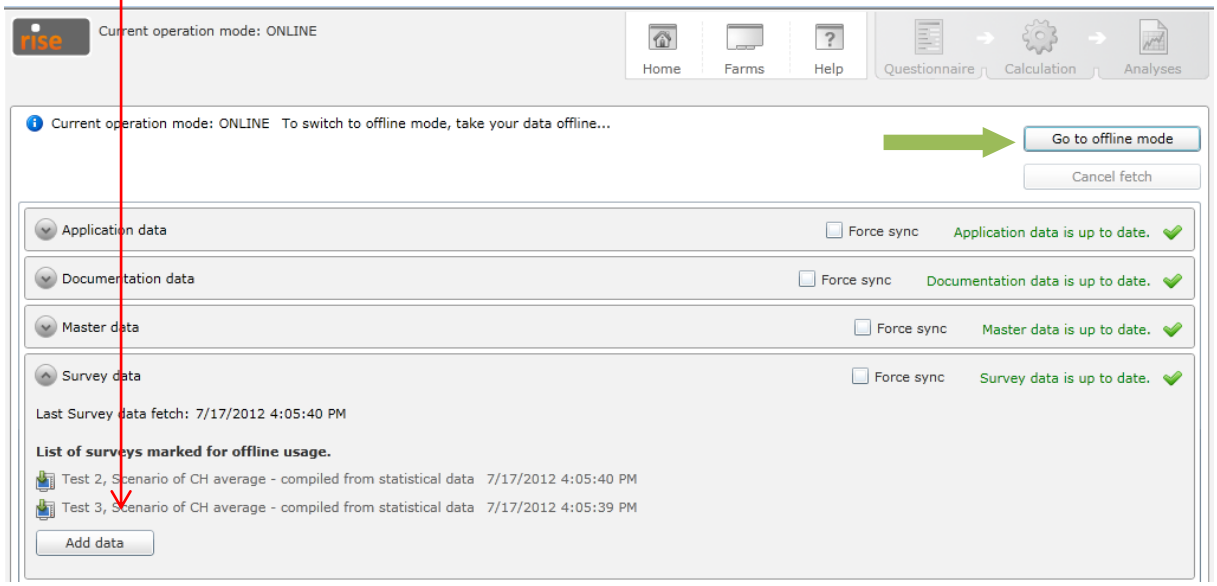
(v) Choose the questionnaires for the work in offline mode and close the window


Select surveys for offline use
Filter
Show only 'chec
Project filter
Apply filter
Remove filter
All Farms (A-Z)
Test 2
Scena
Check in
Use offline
Test 3
Scena
Check out for me
Use offline
Test 4
Scena
Check out for me
Use offline
Test 5
Testbetrie
Testbetrie
All Farms (A-Z)
Close
Click on "Use offline" to select surveys for offline use
Note 1: If you want to change data in this questionnaire click on "Check out for me"
Note 2: In this example the data of farm "test 2" and "test 3" are synchronized. "Test 4" does not have a tick by "use offline" and will therefore not be synchronized. "Test 2" you can modify while working in the offline mode, "test 3" remains in read-only mode

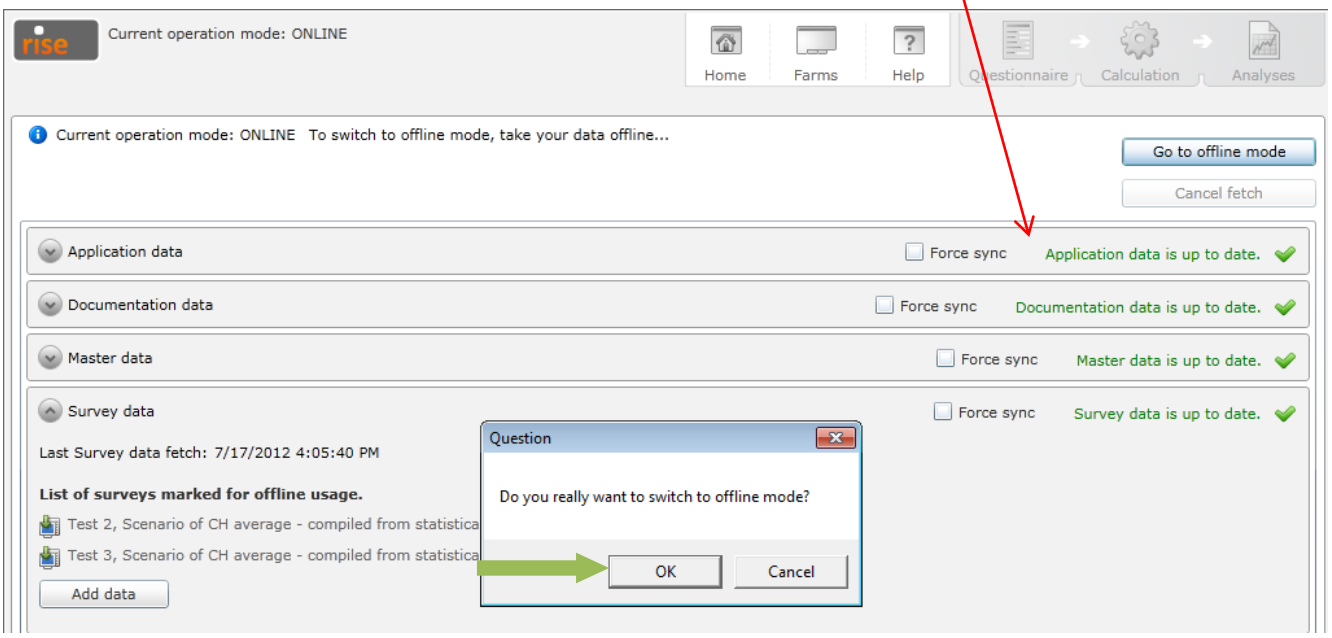
(vi) Click on "go to offline mode" to synchronize data

Note 1: Those questionnaires which you selected in step (v) are now appearing in "List of surveys marked for offline use"

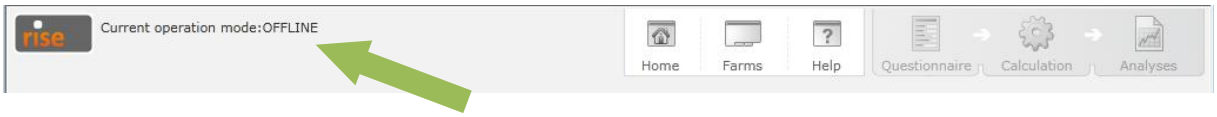
Note 2: You need an internet connection for the synchronization process


rise
Current operation mode: ONLINE
Home
Farms
Help
Questionnaire
Calculation
Analyses
Current operation mode: ONLINE To switch to offline mode, take your data offline...
Go to offline mode
Cancel fetch
Application data
Force sync
Application data is up to date.
Documentation data
Force sync
Documentation data is up to date.
Master data
Force sync
Master data is up to date.
Survey data
Force sync
Survey data is up to date.
Last Survey data fetch: 7/17/2012 4:05:40 PM
List of surveys marked for offline usage.
Test 2, Scenario of CH average - compiled from statistical data 7/17/2012 4:05:40 PM
Test 3, Scenario of CH average - compiled from statistical data 7/17/2012 4:05:39 PM
Add data

(vii) Confirm with a click on "OK" that you want to switch to offline-mode
Note: Depending on how many farms were selected under step (v) you have to wait a moment until all data is synchronized. When the sentences "…data is up to date" are appearing in green and with a tick next to it data are synchronized.

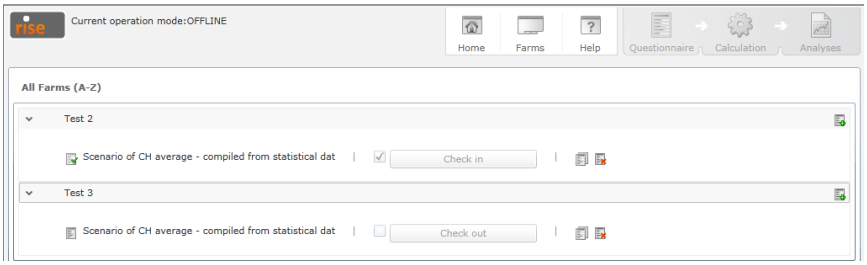


(viii) Please note that the program has changed to offline mode.
Note: You can now disconnect the internet connection and use the software in the field without any problem



6.3 Using the software in offline mode

Note 1: The software opens by double-clicking on the RISE-symbol and lets shut like every other window by clicking on the red cross on the top right corner. When you are working in offline mode you do not have to enter your personal username and password.
Note 2: Whenever you open the software and at the same time an internet connection is available the program will ask you if you want to synchronize your data and continue to work online. If you would like to continue working in offline mode please click "cancel".
Note 3: You have only displayed the farms which were synchronized and/or created in the offline mode
Note 4: In general the software works the same way as in the online mode. The only constraint is that you are not able ***to delete*** *farms in offline mode.*
Note 5: Data is saved on your computer
Note 6: ***Attention!*** *Keep in mind that you are only allowed to work a maximum of 7 days in offline mode. This, in order to prevent data losses. If you are not able to synchronize the data at an interval of 7 days, please contact the RISE-administrator.*



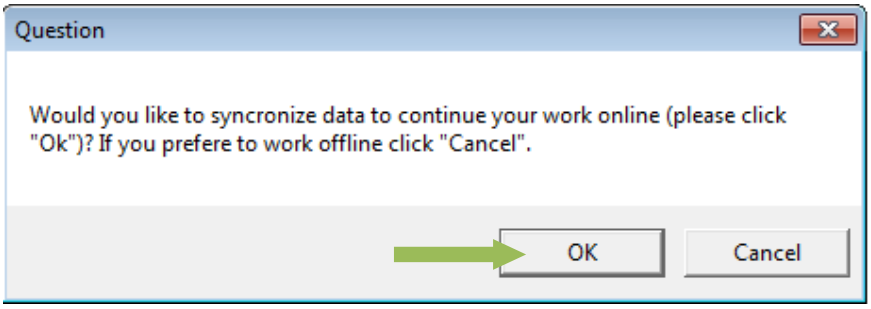
6.4 Synchronize data after having worked offline

(i) Please connect to the internet

(ii) To open the software please click on the RISE-symbol on your desktop

(iii) Click on "OK". By doing so you confirm that you want to synchronize the data and switch to online mode.

Note: This message will not appear if there is no working internet connection available


Question
Would you like to syncronize data to continue your work online (please click "Ok")? If you prefere to work offline click "Cancel".
OK
Cancel

(iv) Login with your personal username and password and choose the language you want to work with

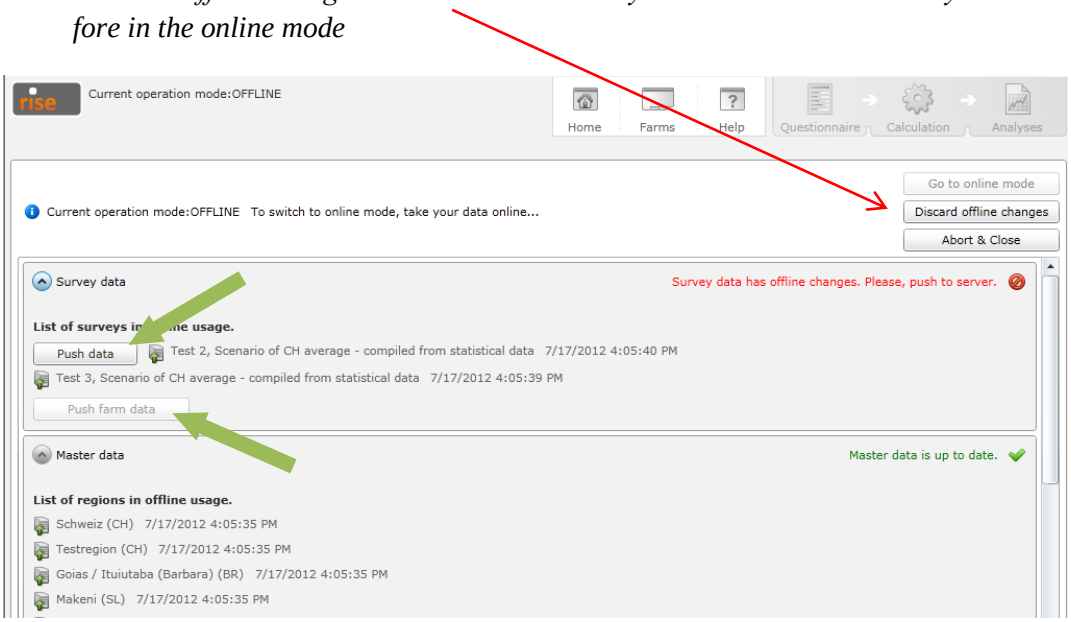
(v) Click on "synchronize"

Note: As long as your data is not synchronized the "farm"-button remains deactivated

(vi) With a click on "push farm data" you upload the new farms step by step. The questionnaires you want to work with in offline mode can be uploaded by clicking on "push data"

Note 1: You need an internet connection for the synchronization process

Note 2: If you want to ignore the changes you made while working offline, please click "discard offline changes". Data is deleted and you can work with the one you saved before in the online mode

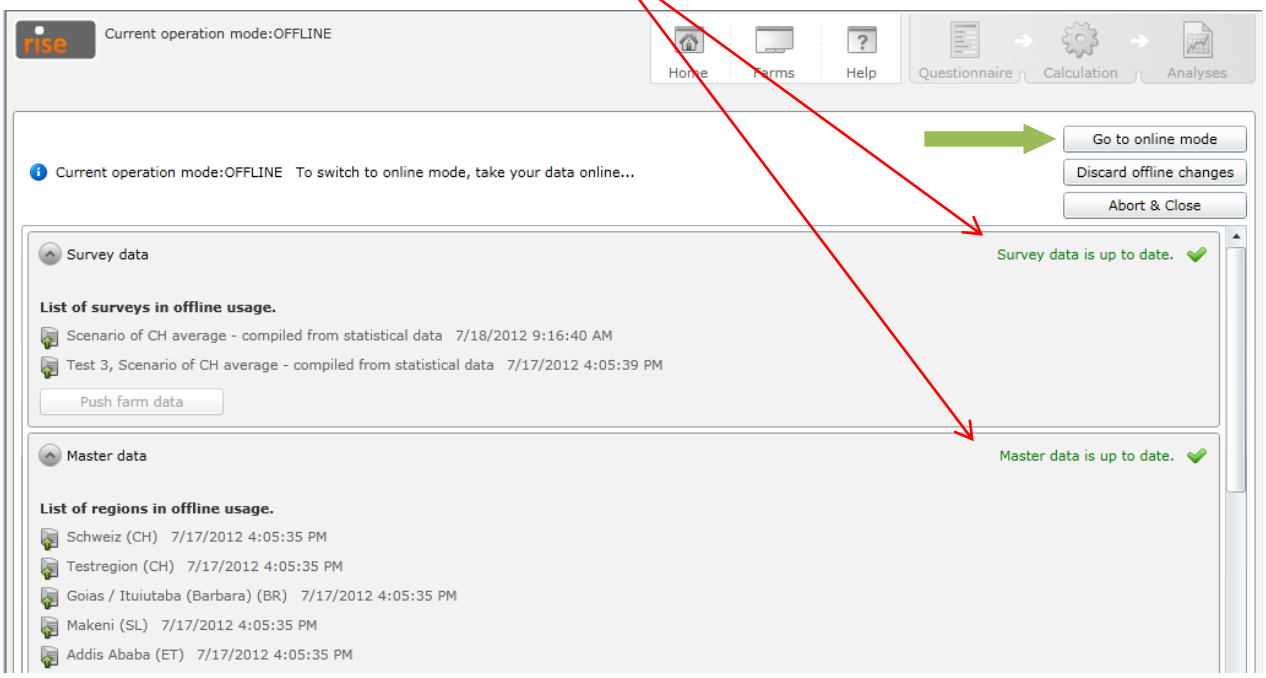

Current operation mode:OFFLINE
Home
Farms
Help
Questionnaire
Calculation
Analyses
Current operation mode:OFFLINE To switch to online mode, take your data online...
Go to online mode
Discard offline changes
Abort & Close
Survey data
Survey data has offline changes. Please, push to server.
List of surveys in offline usage.
Push data
Test 2, Scenario of CH average - compiled from statistical data 7/17/2012 4:05:40 PM
Test 3, Scenario of CH average - compiled from statistical data 7/17/2012 4:05:39 PM
Push farm data
Master data
Master data is up to date.
List of regions in offline usage.
Schweiz (CH) 7/17/2012 4:05:35 PM
Testregion (CH) 7/17/2012 4:05:35 PM
Goias / Ituiutaba (Barbara) (BR) 7/17/2012 4:05:35 PM
Makeni (SL) 7/17/2012 4:05:35 PM

(vii) After having updated the questionnaire, please click on "Go to online mode"

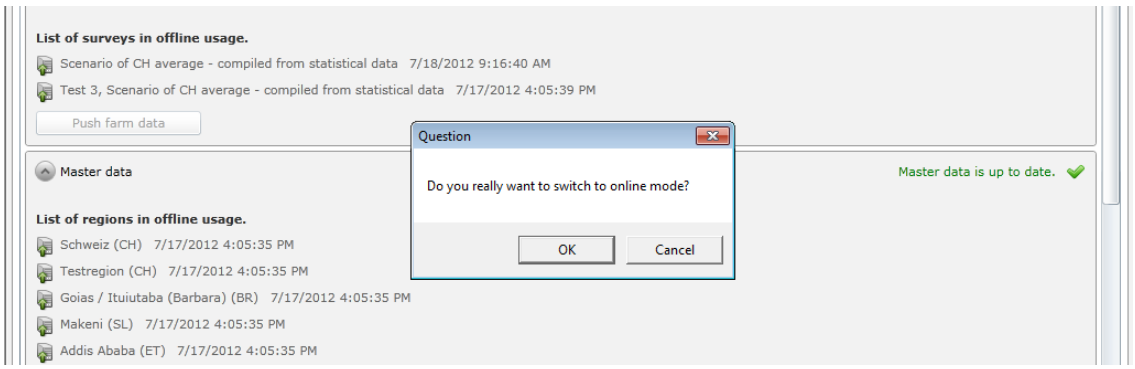
Note 1: If incomplete questionnaire were calculated in offline mode it may come to problems during the synchronization process. If this is the case, delete all results before restarting the synchronisation process again. Data will not be deleted and you have the possibility to recalculate questionnaires after the synchronization process is done.

Note 2: If problems with the synchronization process will continue, please contact the RISE-administrator

Note 3: It is important that all questionnaires and master data are updated before you switch to online mode ("survey and master data is up to date")


Current operation mode:OFFLINE
Home
Farms
Help
Questionnaire
Calculation
Analyses
Go to online mode
Discard offline changes
Abort & Close
Current operation mode:OFFLINE To switch to online mode, take your data online...
Survey data
Survey data is up to date.
List of surveys in offline usage.
Scenario of CH average - compiled from statistical data 7/18/2012 9:16:40 AM
Test 3, Scenario of CH average - compiled from statistical data 7/17/2012 4:05:39 PM
Push farm data
Master data
Master data is up to date.
List of regions in offline usage.
Schweiz (CH) 7/17/2012 4:05:35 PM
Testregion (CH) 7/17/2012 4:05:35 PM
Goias / Ituiutaba (Barbara) (BR) 7/17/2012 4:05:35 PM
Makeni (SL) 7/17/2012 4:05:35 PM
Addis Ababa (ET) 7/17/2012 4:05:35 PM

(viii) Click on "OK". The software is now switching to online mode. This requires an internet connection.


List of surveys in offline usage.
Scenario of CH average - compiled from statistical data 7/18/2012 9:16:40 AM
Test 3, Scenario of CH average - compiled from statistical data 7/17/2012 4:05:39 PM
Push farm data
Question
Do you really want to switch to online mode?
OK
Cancel
Master data
Master data is up to date.
List of regions in offline usage.
Schweiz (CH) 7/17/2012 4:05:35 PM
Testregion (CH) 7/17/2012 4:05:35 PM
Goias / Ituiutaba (Barbara) (BR) 7/17/2012 4:05:35 PM
Makeni (SL) 7/17/2012 4:05:35 PM
Addis Ababa (ET) 7/17/2012 4:05:35 PM

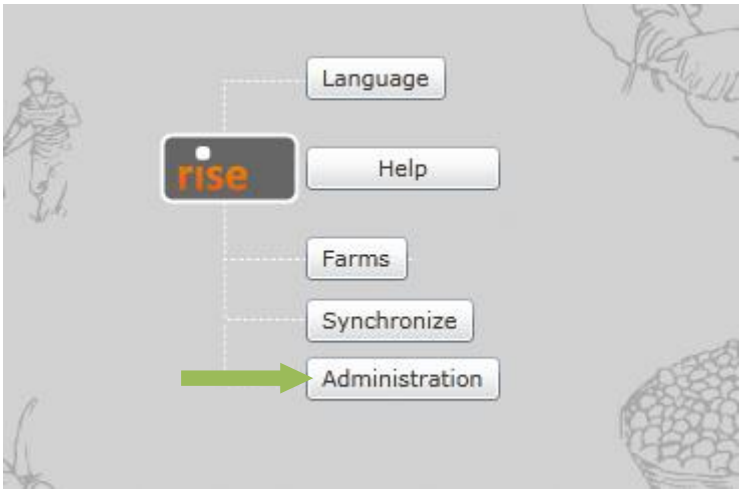
(ix) The program has now changed to online mode

Note: Now you can use the software only with a working internet connection. This applies as long as you synchronize your data again.

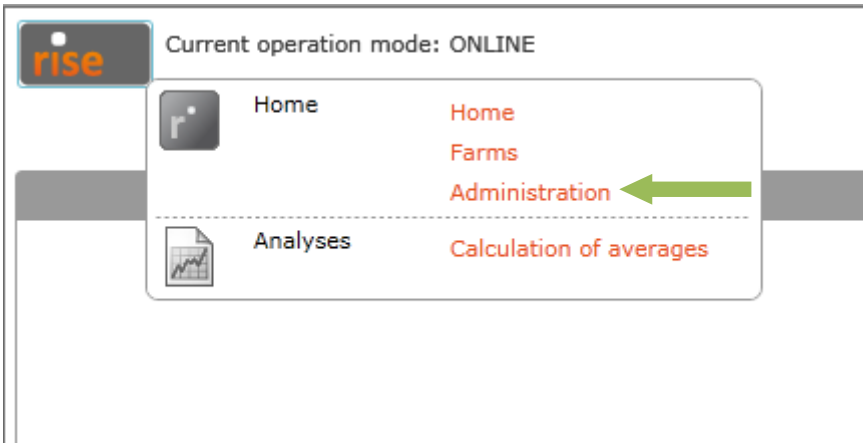
7 Administration

7.1 Open the administration part

(i) Click on "Administration" on the home page



(ii) Click on the "rise"-button in the left upper corner and select "Administration" if you find yourself on the overview screen of the farms or within a questionnaire



(iii) The home page of the administration part appears

*Note 1: **Project data** can only be changed from a project manager or administrator. For a person with role "interviewer", project data will appear in read-only mode. The "project manager" can add additional questions to a project. This process is explained in chapter 7.4 of this user manual*

*Note 2: **Regional data:** A person with role "interviewer" can extend the list of animals and crops of a region (suggestion). This step is described in chapter 7.2 of this user manual. The remaining information can only be changed by an administrator or region-editor. For all other users this information appears in read-only mode.*

*Note 3: **Master data:** For an "interviewer" all data is displayed and can be extended by proposing a suggestion to the system. This process is explained in chapter 7.3 of this user manual. Only a RISE-administrator can change or delete existing master data.*

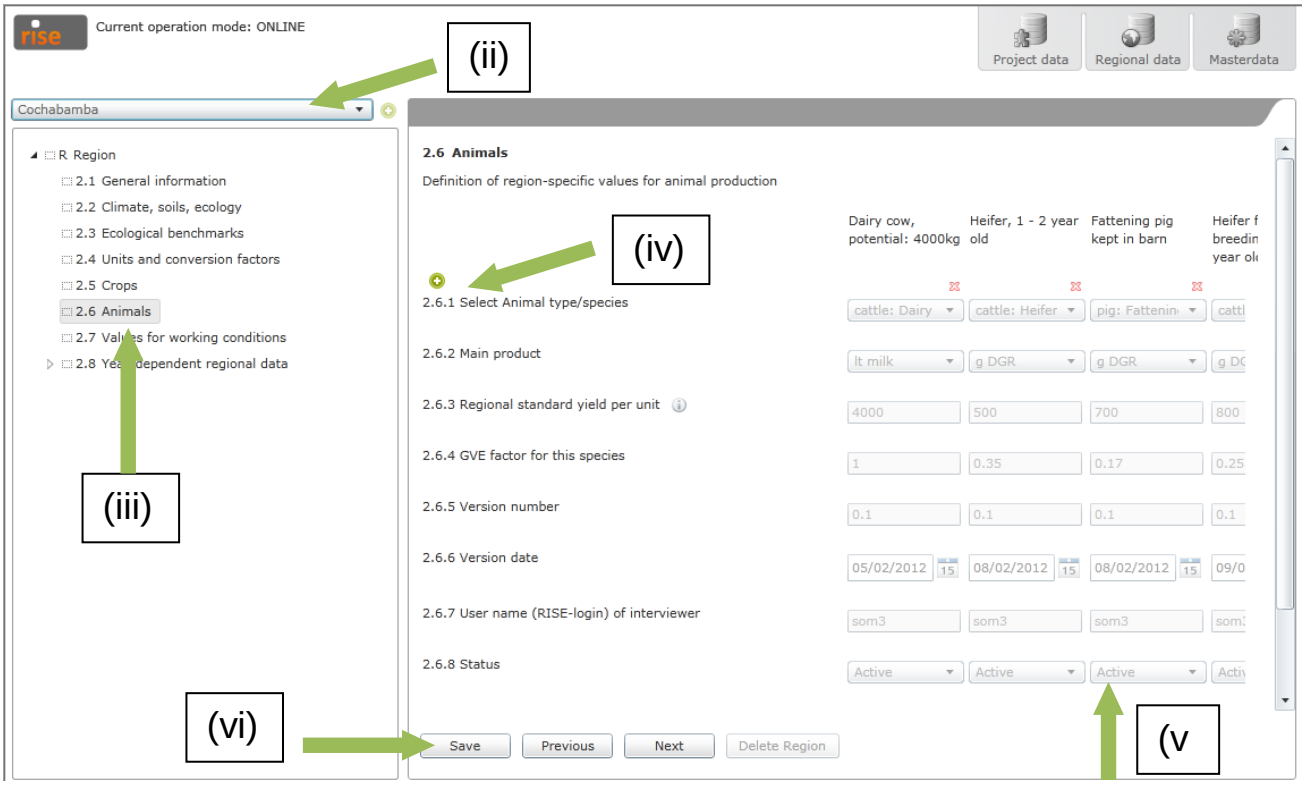
7.2 Extend a region with animals and crops

(i) General information

Each questionnaire refers to a region. Climatic, ecological and socio-economic data, as well as different benchmarks are defined for every region. Under node "2.5 crops" and "2.6 animals" there are defined animals and crops, which are among the choices in the questionnaire. If during the interview it occurs that an animal or a crop is not available in the menu list the questionnaire you have to leave the questionnaire and extend the regional data.

Note 1: An "interviewer" can suggest animals and crops to the system only. Data get the status "proposed" automatically. These will be immediately available to "the interviewer". A RISE-Administrator verifies proposed master data and changes the status from "proposed" to "active". Now the information will be available to all RISE-users.

Note 2: Please do not misuse the possibility to add options. It can be cumbersome to search in a very bulky list. Often there is the possibility to select a similar crop or animal



(ii) Choose a region in which you want to add an additional animal or crop

(iii) Change to page "2.5 crops" or "2.6 animals"

(iv) Click on the green symbol ("plus"). On the right hand side of the table will be added a new column.

(v) Please select a crop or an animal in master data of RISE. The software will take over the default values of yield and performance etc. automatically. Please now adapt this data to regional averages.

Note 1: If you cannot find the animal or crop in the list they are not available in the master data of RISE. In this case you have to switch to master data and suggest this animal or this crop to the system (chapter 7.3). Afterwards you can go back to "regional data" and activate the animal or crop that you just added before.

(vi) Please save the changes by clicking on "save"

7.3 Extend master data

(i) General information

Master data is used for RISE-analysis. In the questionnaire under "categories of animals" you can for instance choose the option "cow". Under "master data" is then defined nutrient requirements of the animal or required amount of water per animal and day. Under "Watersaving measures" one can choose the option "irrigation only at night" (Bewässerung nur nachts). Under "master data" is then defined how much watersaving points this measure will bring in the analysis.

Note 1: An interviewer can suggest animals and crops to the system only. Data get the status "proposed" automatically. Data will be immediately available to the interviewer. A RISE-Administrator verifies proposed master data and changes the status from "proposed" to "validated" or "active". Now the information will be available to all RISE-users.

Note 2: Adding new master data means often an extensive research of an expert in this field. If no source has been made the new option cannot be activated by the RISE-administrator.

Note 3: Please do not misuse the possibility to add options. It can be cumbersome to search in a very bulky list- Often there is the possibility to select a similar crop or animal.

(ii) Select a category under "master data" in which you want to add an option

Note: For this example table "crops" has been chosen

(iii) Select a similar or an already existing option in order to copy it

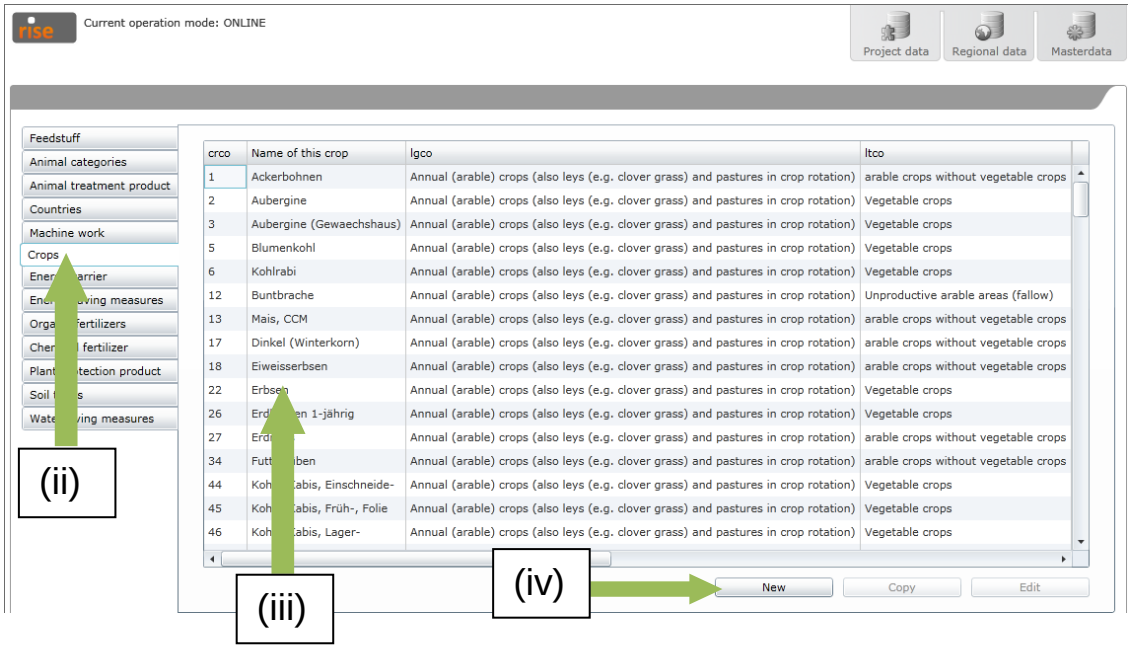
Note 1: The name of the option does not appear in the language you have chosen in the beginning. It appears in the language it was filled in in the database. If you would like to add a new crop to the system you can do this in your mother tongue. As soon as the RISE-administrator validates the information it will be translated.

Note 2: When you copy a similar or already existing option it will be easier for you to enter data of the new option.

(iv) Make a copy in order to adapt the option

Note 1: If you are not choosing an option that already exists, only the button "new" appears. With this button you can open an empty form in order to fill in the new option.

Note 2: The button with the writing "edit" opens a window in read-only mode

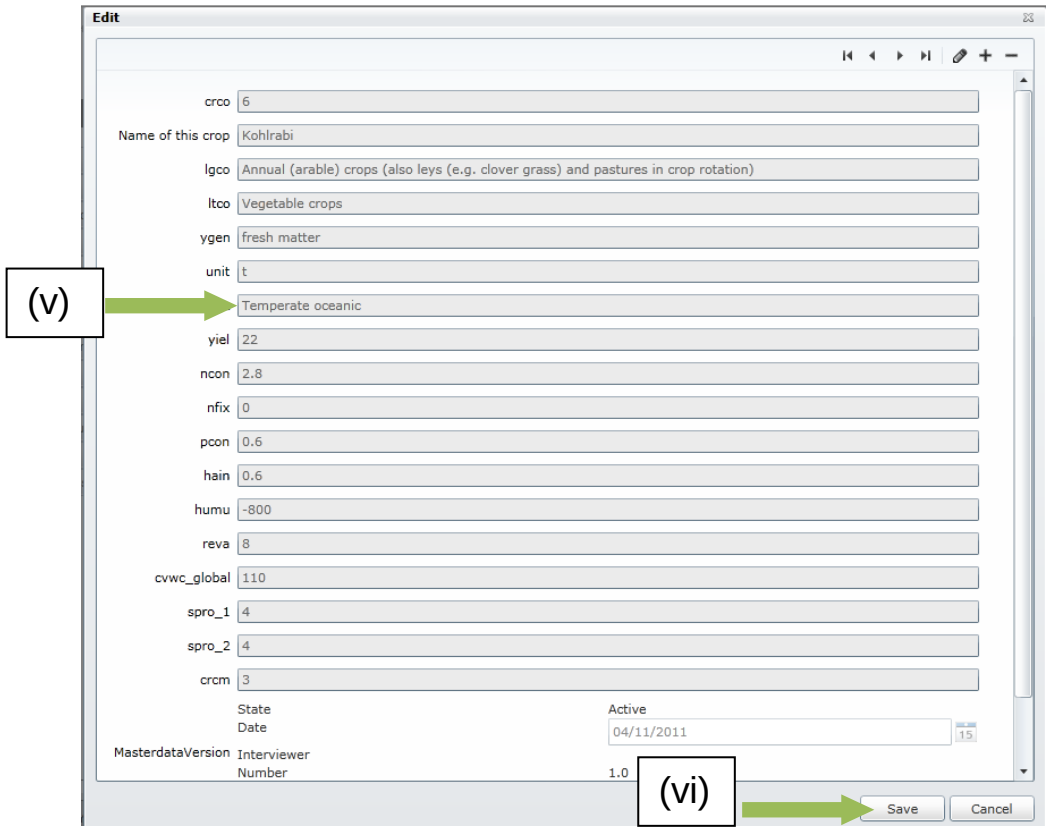

rise
Current operation mode: ONLINE
Project data
Regional data
Masterdata
Feedstuff
Animal categories
Animal treatment product
Countries
Machine work
Crops
crco
Name of this crop
lgco
ltco
1 Ackerbohnen Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation) arable crops without vegetable crops
2 Aubergine Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation) Vegetable crops
3 Aubergine (Gewaechshaus) Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation) Vegetable crops
5 Blumenkohl Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation) Vegetable crops
6 Kohlrabi Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation) Vegetable crops
12 Buntbrache Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation) Unproductive arable areas (fallow)
13 Mais, CCM Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation) arable crops without vegetable crops
17 Dinkel (Winterkorn) Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation) arable crops without vegetable crops
18 Eiweisserbsen Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation) arable crops without vegetable crops
22 Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation) Vegetable crops
26 Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation) Vegetable crops
27 Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation) arable crops without vegetable crops
34 Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation) arable crops without vegetable crops
44 Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation) Vegetable crops
45 Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation) Vegetable crops
46 Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation) Vegetable crops
New
Copy
Edit
(ii)
(iii)
(iv)

(v) Complement all needed data for this option by double-clicking on the desired option. Enter the data.

*Note 1: It is very important to fill in **all** fields and boxes. It is your responsibility to fill in valid and correct data. Please fill in the source of data directly in the last field called "source and comments"*

Note 2: You find an exact description to all fields under "i". Please respect units.

(vi) Save data and close the window



7.4 Add additional questions to a project

This chapter will be completed soon. Please contact the RISE-team at HAFL in case of questions.

8 Frequently asked questions FAQ

I. What can be done in case of a software problem?

Please read carefully the error message; maybe that this will help you to solve the problem.
Frequent problems are:

- **Validation error:** You entered a non-valid value on the actual page (for example a text instead of a number, a value out of the allowed range, to long string etc.). Normally the non-valid value is marked with a red rectangle. After having corrected this value you may continue your work.
- **Failure of the internet connection**: If an error message appears when working in the online-mode it's probable that your connection to the internet has been interrupted. Do not continue your work until you established an internet connection and data could be saved successfully.

If the error message is not understandable for you and the above described cases do not apply it's recommendable to close the software and restart it.

Note: All information you entered before the error message appeared was successfully saved in the RISE-database. Do not continue entering data when an error message appears. Otherwise this data may be lost

II. What can I do if in a drop down selection the desired category or precise answer is not available?

If you have to answer a question try to choose the option which most fits to reality. Whenever the exact answer or at least a similar one cannot be found options can be suggested to the system (see chapter 7). If this step does not work please contact the responsible person of the project. Selection menus (animals, fertilizers, crops, etc.) can be extended by the RISE-administrator.

III. Why does data added by the RISE-administrator not appear in the program? How do I get the newest version of RISE?

Every time when RISE is opened with a working internet connection, the software is automatically updated. In order to see the last changes of another RISE-user or to have available data that has been added of an administrator you have to close the software completely and start again.

Note: Depending on your settings it may be necessary to delete the browser cash to be sure that no data is loaded from the cash.

IV. Is it possible to work with RISE without an internet connection?

Yes, it is possible to work with RISE without any internet connection. Install the software on your computer and synchronize the data before disconnecting the internet connection (see chapter 5)

V. How can I be sure that no data are lost?

- Data is automatically saved on the RISE-server when you go to the next (or previous) question page. When working offline it will be saved on your computer, when working online data is saved directly on the RISE-server.
  Note: When an error message appears while saving data please stop to work. Try to correct all incorrect values. If this is not possible restart the software. Otherwise data may be lost.

- Changes in the administration part have to be saved manually with a click on the "save"-button.
- Log out on the home-page when finishing your work before closing the internet browser.
- If you like to assure you against data loss during the synchronization process you can make a security copy of the RISE-data folder. Open the "My Documents" folder on your computer. **Copy** the folder "Rise" and rename the copied folder with "Copy of Rise". Start the software and synchronize your data. After a successful synchronization you should delete the folder named "Copy of Rise".

VI. What can be done in case of synchronization problems?

- To synchronize data you always need a working internet connection. If this is not the case, try again later or with another network.
- Note that the synchronization process needs some time. Do not interrupt the process by closing the software.
- It's better to synchronize farms and questionnaires one after each other.
- If you don't need the questionnaire data on your computer any more, you may choose the option "Discard offline changes" to directly change to the online mode. If this option does not work anymore you should uninstall the software and install it again (as described in this manual).
- If you don't want to lose the offline data, please make a security copy of the RISE-data folder. Open the "My Documents" folder on your computer. **Copy** the folder "Rise" and rename the copied folder with "Copy of Rise". Now you can uninstall the software and install it again (as described in this manual). Please contact the RISE-support to rescue the data saved in the folder "Copy of Rise".

VII. What can I do if I don't find an answer on my question in this software manual?

Please contact the RISE-support with the following email-address: rise.hafl@bfh.ch

Please describe your problem as detailed as possible:

- What did you want to do at the moment the problem appeared?
- What did you do with RISE before?
- Mention the farm names, questionnaire names and your user name
- If possible add a print screen of the error message to your description.
- Note how we can contact you (phone, skype, etc.).

With this information you help us to quickly solve the problem and to further improve the RISE software.

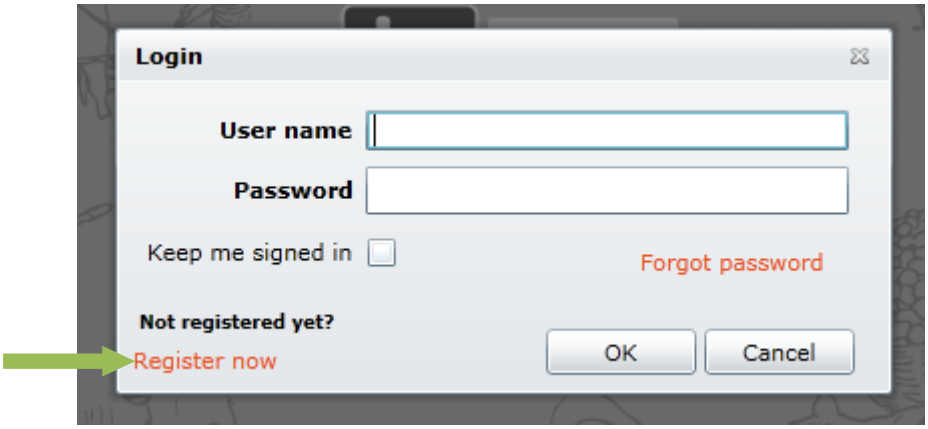
When somebody oft the RISE-support contacts you, please have your computer ready with connection to the internet. Install the Team Viewer software if possible:

http://www.teamviewer.com/de/download/index.aspx

Annex I: Create your own RISE user account

Step 1: Open the login window

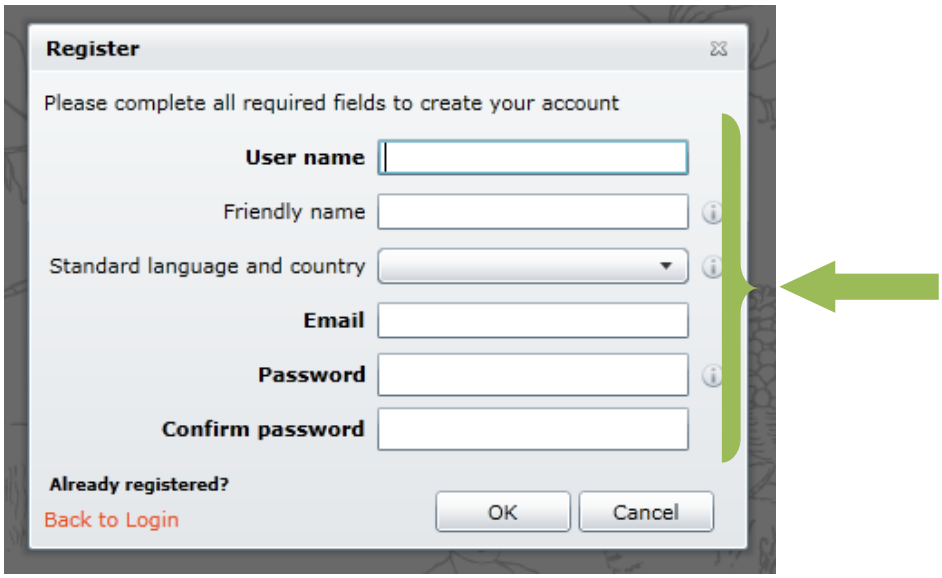
(i) Click on "register now" in the lower left corner of the pop-up window



Step 2: Enter your personal user data

(i) Choose your user name *(you need this username to login to the application)*
(ii) Enter your friendly name *(personal name)*
(iii) Select a language (and country) out of the list of available languages
(iv) Enter your e-mail address.
(v) Choose a password *(the password must be at least 7 characters long and must contain at least one special character, such as @,#, or *)*
(vi) Confirm your password

Note: Now you have created a user account. Before being able to use RISE, your user name has to be added to the farms and projects to which you have access. This can only be done by a RISE administrator.



Annex II: Installation of the RISE application on your computer

(i) Navigate to the following URL to open the RISE homepage: http://www.farmrise.ch
Note 1: RISE is designed for and runs best with "Microsoft Internet Explorer™".
Note 2: You may be asked to install the "Microsoft SilverlightTM plug-in" on your computer. Please accept this installation as otherwise RISE will not run. To check whether you have the latest version of the plug-in, go to: http://www.microsoft.com/getsilverlight

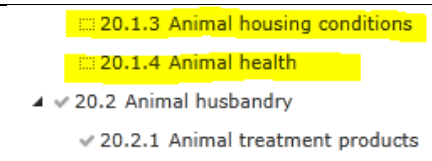
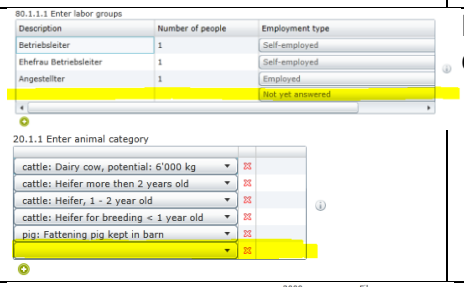
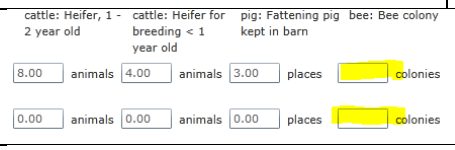
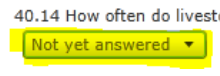
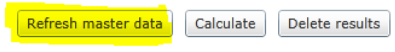
(ii) Make a right-click on the screen and choose the second option "Install RISE onto this computer…"
Note 1: This message can also appear in another language depending on the language of your system
Note 2: If instead of "Install RISE onto this computer …" the words "Remove this application" are appearing you do not need to perform this function. This means, that the software is already installed on your computer and you can skip the next step.

(iii) Please follow the installation steps of the software

(iv) Close your internet explorer

(v) If the installation was successful, the RISE-icon appeared on your desktop (see picture below) and the software created a RISE-folder in the folder "My documents"
Note 1: You are no longer required to open the internet browser to be able to access the software. Click on the RISE-symbol on your desktop to start the software.
*Note 2: **Attention!** The RISE-software still needs an internet connection in order to work (even if the software is now installed on your computer)*
Note 3: The folder "Rise" will be used of the software and should not be moved or deleted.

Annex III: RISE-Calculation Check-list

	Where	Check	Example	If not, do the following action
1.	10.2.4	Did you select a project?		Select a project in the dropdown list.
2.	10.2.5	Did you select a region?		Select a region in the dropdown list.
3.	10.2.6	Did you select a year?		Select a year in the dropdown list.
4.	Navigation tree	Are all boxes in the survey tree ticked, indicating that all questions are answered? **A questionnaire is ready for calculation when a tick appears next to "B Farm visit questions".**		Open the respective page and answer all questions. Note that you may find an unanswered question further down in the hierarchy of the navigation tree.
4.1	Tabular questions	Did you add any **line** in a table in the survey without filling out all data required?		Either fill the line or delete it.
4.2	Financial years	Did you add a **column for an additional financial year** without selecting a year or/and answering all respective questions?		Either fill the column (also on the following pages) or delete it.
4.3	Open questions	Are there any empty **cells** in the questionnaire?		Either fill the cells or in tables delete the respective line or column.
4.4	Drop down questions	Are there drop down questions which are still on "Not yet answered"?		Select an answer out of the dropdown menu.
5.	Calculation	Do you have the most recent master data? These data are the background data concerning animal, crops, energy carriers, etc. and have to be refreshed after every change made in the questionnaire.		Click button "Refresh master data".